BuzzXplore™

User's Manual

Manual Part Number – BTBX-500-B

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Welcome

The Buzz Tools® programs were created by a hobby embroiderer who got tired of doing the same routines over and over again. My search for quick and accurate design conversions and printable embroidery design catalogs led to the development of the first Buzz Tools® program, Buzz Tools® Plus.

BuzzXplore™ was developed from this original program, and while it still contains many of the features we have been proud to originate, BuzzXplore™ has grown into a complete design management tool. It is a MUST HAVE for any design collector. We have expanded our design formats with BuzzXplore™ and are excited to offer solutions for cross-stitch hobbyists.

Buzz Tools, Inc. has also developed an embroidery stitch editor, BuzzEdit®, that provides embroidery users with a powerful editing program for analyzing and modifying their stitch-based designs. It supports the newest and largest multiple-position hoops available and includes the patented Stitches-in-Time® display and provides powerful multi-hoop layout capabilities.

It has been exciting developing solutions for the sewing community and I hope you enjoy the newest addition, BuzzXplore™!

Happy stitching!

Lisa A. Laufer
and the folks at Buzz Tools®, Inc.

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About This Guide

BuzzXplore™ is a complete software package for managing your design collection, whether it is embroidery, cross-stitch or both. BuzzXplore™ is a Windows® based program and has many of the same familiar features as other Windows® applications.

Using This Guide

This guide is divided into chapters that apply to the various features of BuzzXplore™.

Part One: Getting Started

- **Introduction to BuzzXplore™** – provides an overview of BuzzXplore™ and basic product capabilities.
- **Installation** – provides system requirements, installation and removal instructions for BuzzXplore™, BuzzEdit® Lite, and the design samples. Also provided is information on how to set your computer graphics display to high color.

Part Two: BuzzXplore™ User's Guide

- **Chapter 1 | How to …** – provides instructions for many common BuzzXplore™ tasks.
- **Chapter 2 | BuzzXplore™ Basics –** provides basic information about BuzzXplore, the different views, and how to change your BuzzXplore™ display. Also included is basic information about ZIP archive files and printed reports.
- **Chapter 3 | Organizing Your Designs** – discusses design organization options and describes the steps necessary for organizing designs stored on fixed or removable disks.

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- **Chapter 4 | Design Notes & Finding Designs** – describes how to use BuzzXplore™ to locate specific designs and how the use of design note files can assist in the locating of designs.
- **Chapter 5 | Editing Design Files** – describes how to launch your embroidery software and the settings that control how your designs are converted on-the-fly, if required.
- **Chapter 6 | Converting Formats** – describes how to convert your designs. Includes specific information about embroidery design and cross-stitch design conversions.
- **Chapter 7 | Other BuzzTools** – describes a few other tools that are included in BuzzXplore™.

Appendixes

- **A | BuzzXplore Workspace**
- **B | BuzzXplore™ Shortcut Keys** – lists shortcut keys available in BuzzXplore.
- **C | BuzzXplore™ Editions and Supported File Formats** – describes the different editions of BuzzXplore™ that are available and where to find a list of currently supported file formats
- **D | Getting Help** – describes how to obtain technical support and enhancements on Buzz Tools products.

License Agreement

- Describes the agreement between you and Buzz Tools, Inc.

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Getting Started

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Introduction to BuzzXplore™

Congratulations on your purchase of BuzzXplore™. BuzzXplore™ is the ultimate tool for looking after your design collection. It's a browser, instant 3-D viewer, ZIP processor, organizer and converter — the best all-in-one design management tool available.

About BuzzXplore™

With BuzzXplore™, you can browse your designs and at the same time enjoy all the benefits of a familiar Explorer® interface. BuzzXplore™ allows you to:

- Look at your designs instantly. Just click on a folder to view thumbnail images in large, medium, or small. BuzzXplore™ even lets you view a slide show!
- Preview multiple designs quickly and realistically using the fastest 3-D rendering available.
- Easily locate designs by searching for files, folders and even specific text within your design notes. You can automatically create design notes for each of your designs.
- Work the way you want to with an intuitive Explorer® style interface that is packed with all the features you need to view, find, print, sort, cut, copy, paste, rename, convert, zip and unzip your designs.
- Accurately convert thousands of designs, in minutes into the folder of your choice.
- Print high quality thumbnail or actual size images of your designs – including optional design information such as size, colors, and design notes. Printouts can show realistic 3-D threads and can include a handy table of contents.
- View, convert, or print the contents of ZIP archives files just as if they were unzipped.

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- Open a design into your favorite application simply by double-clicking on its image or icon. Designs are converted on-the-fly, if needed.
- And finally organize your design collection and have time to SEW!

Design Samples

Designs Used in Examples

Some of the designs shown throughout the manual have been included with BuzzXplore™. If you installed BuzzXplore™ into the default folder, you will find the design samples in the following folder:

C:\Program Files\Buzz Tools\BuzzXplore\Samples

Other free designs are available for download from the Buzz Tools® web site: **www.buzztools.com**

Professional Embroidery Samples

Several professional embroidery companies have included samples of their embroidery designs for you to try. These embroidery design samples are included only with the BuzzXplore™ Embroidery Edition.

The participating embroidery companies want you to experience first-hand the quality of their designs without any additional expense or inconvenience. Instructions for installing the Professional Embroidery Samples are on page 25. You may purchase additional designs and collections from these companies. Company information and ordering information is in the BuzzXplore™ Embroidery Edition Installation CD browser.

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Prerequisites

Before beginning to use BuzzXplore™, you should have a working knowledge of the Microsoft® Windows® operating system and its conventions. You should know how to use a mouse, standard menus and commands. You should also know how to copy, open, save, print and close files. If you need to brush up on these techniques, please see your Microsoft® Windows® documentation or a beginning Windows® book. There are many basic Windows® guides that can be found at most bookstores.

Notational Conventions

Throughout this manual, we use the following conventions:

Menu and submenus are displayed together in the order that you will need to select them. Menu and submenu items are separated by a ⇨ character. For example, "***File ⇨ Open"*** refers to the Open option of the File menu.

Dialog box titles are italicized and begin with uppercase letters. For example, *Report Wizard* dialog box.

About Buzz Tools® Products

Additional information about Buzz Tools® products is available from the following sources:

- Your local Buzz Tools® reseller
- The Buzz Tools® web site: **www.buzztools.com**

Information about Buzz Tools technical support is in *Appendix D | Getting Help* beginning on page 97.

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In a Hurry?

We know that you are anxious to get started using BuzzXplore™. If you are already familiar with Windows® Explorer, you may find that you feel right at home using BuzzXplore™. If not, here are some important areas of the manual that can quickly assist you in using the program.

- Installation Instructions – page19.
- Chapter 1 | How to… – page 29 gives detailed instructions for many common BuzzXplore™ tasks.
- Chapter 2 | BuzzXplore™ Basics – page 51 provides an overview of the program.

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Installation

System Requirements

You can install BuzzXplore™ on any computer that satisfies the following requirements:

- Windows® 95, 98, ME, NT, 2000 or XP operating system installed
- 5 MB available space on your hard drive
- 256 colors minimum, 16-bit color or better recommended.

RECOMMENDED: Although BuzzXplore™ can run with a screen color setting of 256 colors, you will have better realistic 3-D thread simulations at color settings of High Color (16 bits) or better. Directions for changing your color settings are included on page 22 of this chapter.

Launch the Installation CD Browser

1 From the Window® desktop close all open programs.

2 Place the BuzzXplore™ installation CD in the CD-ROM Drive. Wait a moment for the CD to settle down in the drive.

3 From the Windows® Start menu, select *Settings* ⇨ *Control Panel*.

4 From the Control Panel, double-click the ***Add/Remove Programs*** icon. The *Add/Remove Program Properties* dialog box opens.

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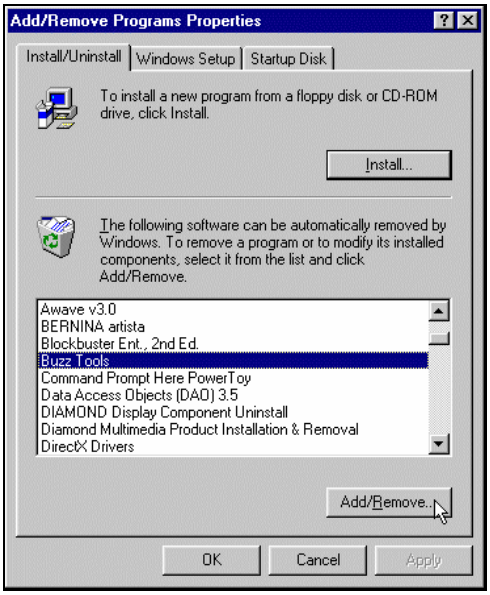
Add/Remove Programs Properties
Install/Uninstall
Windows Setup
Startup Disk
To install a new program from a floppy disk or CD-ROM drive, click Install.
Install...
The following software can be automatically removed by Windows. To remove a program or to modify its installed components, select it from the list and click Add/Remove.
Awave v3.0
BERNINA artista
Blockbuster Ent., 2nd Ed.
Buzz Tools
Command Prompt Here PowerToy
Data Access Objects (DAO) 3.5
DIAMOND Display Component Uninstall
Diamond Multimedia Product Installation & Removal
DirectX Drivers
Add/Remove...
OK
Cancel
Apply

Use to install BuzzXplore™ onto your computer.

5 Click **Install**.

6 Microsoft Windows® locates the setup.exe installation program on the installation CD and the *Run Installation Program* dialog box opens.

7 Click **Finish** to start the BuzzXplore™ Installation process. The BuzzXplore™ Installation CD Browser opens.

Install BuzzXplore™

ⓘ ***Important Note:*** The original BuzzXplore™ installation CD is required to install or update your BuzzXplore™ program. Do not lose your CD or you will not be able to re-install BuzzXplore™ or apply any of the free updates available from our website: www.buzztools.com. In addition, after changes to your computer hardware, BuzzXplore™ may prompt you to reinsert your installation CD.

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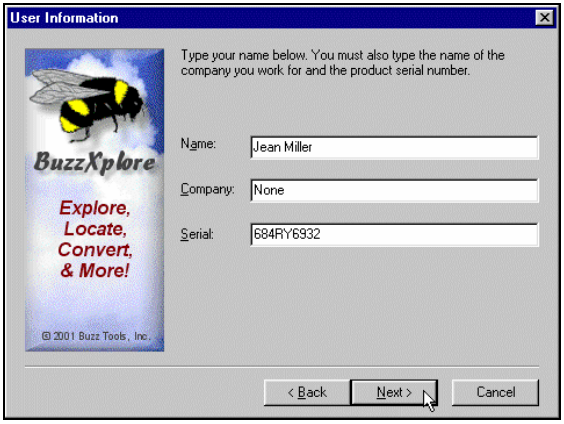
The BuzzXplore™ installation CD browser.

1 From the Installation CD browser, choose the option ***Install BuzzXplore™***.

2 The *Software License Agreement* dialog box opens. This dialog box displays the License Agreement between you and Buzz Tools, Inc. You must accept the License Agreement before you can install BuzzXplore™. If you do not accept the terms of the License Agreement, you should promptly return BuzzXplore™ for a refund. For your convenience, the license agreement is also included in this manual starting on page106.

3 Click the **Yes** button to accept. The *User Information* dialog box opens.


User Information
BuzzXplore
Explore, Locate, Convert, & More!
© 2001 Buzz Tools, Inc.
Type your name below. You must also type the name of the company you work for and the product serial number.
Name: Jean Miller
Company: None
Serial: 684RY6932
< Back
Next >
Cancel

Use to type in your name, company and serial number.

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4 When asked, type in your name, company name and serial number. The serial number is located on the CD sleeve. Click the **Next** button to continue.

5 The *Choose Destination Location* dialog box opens. On it, you are asked where to install the software. The default program folder is **C:\Program Files\Buzz Tools\BuzzXplore**. This default setting is the recommended one. If this is not the location you want to use, you may use the **Browse** button to locate another folder, or you may type the folder name in the text bar on the dialog box. If the folder you chose does not exist, you are prompted and, if you wish, the folder is created for you.

6 Setup will add program icons to the program folder Buzz Tools. This is the recommended location for the BuzzXplore™ program icons. Click **Next**.

7 Follow the directions on the remaining BuzzXplore™ installation dialogs to install BuzzXplore™ onto your computer. The last thing the installation program does is to run BuzzXplore™ and check the installation CD for a valid license key. If you ever reinstall BuzzXplore™ or install an update from our website, you will again be required to insert the installation CD.

At the end of installation, the Buzz Tools® program group displays, and a BuzzXplore™ icon is visible on your computer desktop. Be sure to check the ***BuzzXplore Readme*** file for any late-breaking news.

Set Your Display to High Color

1 Using your alternate mouse button, click on your computer desktop away from any program icons. Usually, the alternate mouse button is the right mouse button.

2 From the Popup menu, choose **Properties**. The *Display Properties* dialog box opens.

3 Along the inside top of the dialog box are tabs that look like file folder tabs. Click the **Settings** tab.

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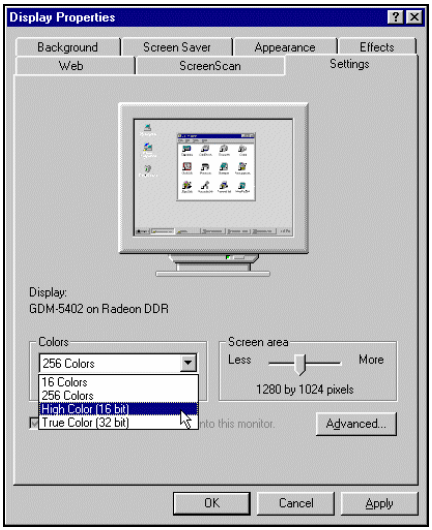

Use to change display to high color

4 In the settings window is a drop down list labeled *Colors*. Set your colors to High Color (16 bits) or True Color (24-bit).

5 If needed, you can adjust your screen area on the same tab. Set your screen area to at least 800 x 600 pixels.

6 Click the **OK** button to accept your screen settings and restart your computer if directed to do so.

Install BuzzEdit® Lite

BuzzEdit® is a full-featured embroidery stitch editor that allows you to edit your existing designs to create your own personal work of art.

As an added bonus to our BuzzXplore™ Embroidery users, we have included a free cut-down version of BuzzEdit® on the installation CD of the BuzzXplore™ Embroidery Edition. In addition, from the CD browser you will find a few video tutorials to help you with this product.

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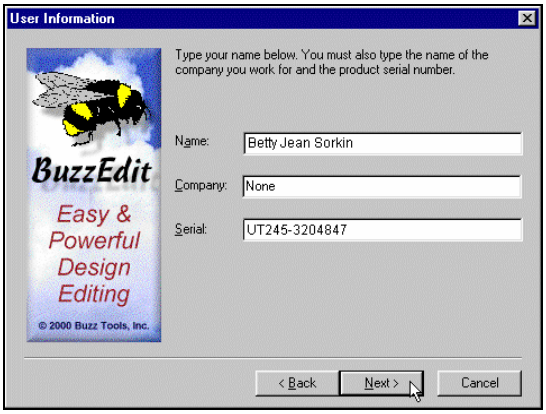
To install BuzzEdit® Lite:

1 From Installation CD browser, choose the option ***Install BuzzEdit® Lite***.

2 The *Software License Agreement* dialog box opens. This dialog box displays the License Agreement between you and Buzz Tools, Inc. You must accept the License Agreement before you can install BuzzEdit®. If you do not accept the terms of the License Agreement, you should not install this free program. For your convenience, the license agreement is also included in this manual starting on page 105.

3 Click the **Yes** button to accept. The *User Information* dialog box opens.



Use to type in your name, company and serial number.

4 When asked, type in your name, company name and serial number. The serial number is located on the CD sleeve. Click the **Next** button to continue.

5 The *Select Components* dialog box opens. On it, you are asked what components you want to install. The sample designs are optional and may be installed later or not at all.

You can also change the installation folder. The default program folder is **C:\Program Files\Buzz Tools\BuzzEdit**. This default setting is the recommended one. If this is not the location you want to use, you may use the **Browse** button to locate another folder, or you may type the folder

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name in the text bar on the dialog box. If the folder you chose does not exist, you are prompted and, if you wish, the folder is created for you.

6 Setup will add program icons to the program folder Buzz Tools. This is the recommended location for the BuzzEdit® program icons. Click **Next**.

7 Follow the directions on the remaining BuzzEdit® installation dialogs to install BuzzEdit® onto your computer.

8 At the end of installation, the Buzz Tools® program group displays, and a BuzzEdit® icon is visible on your computer desktop. Be sure to check the ***BuzzEdit Readme*** file for any late-breaking news.

Install Professional Embroidery Samples

Several professional embroidery companies have included samples of their embroidery designs for you to try. These embroidery designs are copyrighted by their respective companies. Embroidery design samples are only included with the BuzzXplore™ Embroidery Edition.

To install the embroidery design samples:

1 From Installation CD browser, choose the option ***Professional Embroidery Samples***.

2 The Installation browser will display a list of the participating embroidery companies. Click on one of the companies to navigate to its installation screen.

3 Click on the desired file type and follow the onscreen directions.

Remember: If you like these designs you can purchase additional varieties from the participating embroidery company. Ordering information is included on the Installation CD Browser.

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Remove BuzzXplore™ or BuzzEdit® Lite

1 From the Windows® **Start** menu, select *Settings* ⇨ *Control Panel*.

2 From the Control Panel, double-click the **Add/Remove Programs** icon. The *Add/Remove Programs Properties* dialog box opens.

3 Using the scroll bar, locate the program name (BuzzXplore Embroidery Edition, BuzzXplore Cross-Stitch Edition, or BuzzEdit Lite) and click on it to select it.

4 Click **Add/Remove…**.

5 On the *Confirm File Deletion* dialog box, click **Yes**.

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User’s Guide

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Chapter 1

How to …

Using the information in this chapter as a guide, you can try out the basic features of BuzzXplore™. Once you become familiar with these basic instructions, you can become more adventuresome and try different options.

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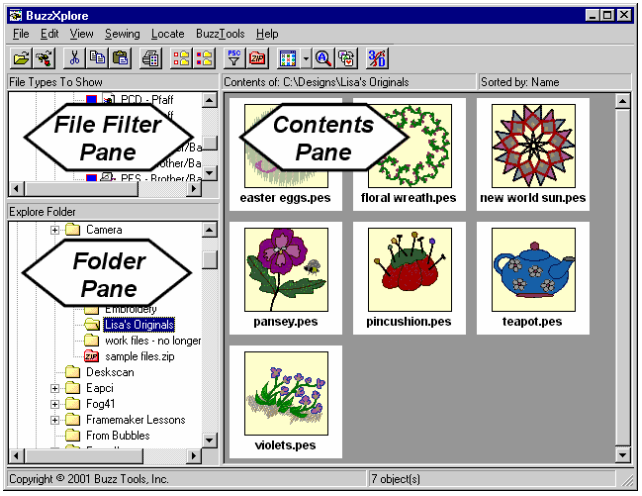
Explore Your Designs

1 **Start BuzzXplore™.**

Start BuzzXplore™ by double clicking the BuzzXplore™ icon located on your computer desktop. Alternatively, you can use the program menu from the Windows® **Start** button and navigate to ***Programs*** ⇨ ***BuzzTools*** ⇨ ***BuzzXplore***.

2 **Xplorer Mode**.

The first time you start BuzzXplore™, your files are shown in a familiar Windows® Explorer® style interface. The Contents pane on the right displays the contents of the current folder. The Folder pane on the lower left lists the folders and drives on your computer. The upper left pane is the File Filter pane where you can limit the number of files displayed by filtering your files by file type. Don't worry about File Filter pane now; we will discuss it in the next section.



BuzzXplore Layout

3 **Explore Drives and Folders**.

Using the Folder pane, click on the drives and folders you want to explore.

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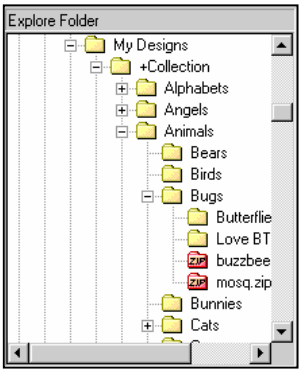
4 **Expand Folder Listings**.

Click on a ✚ to expand a listing and display the folders and ZIP archive files it contains.



5 **Collapse Folder Listings**.

Click on a – to collapse a listing and to hide the folders and ZIP archive files it contains.

6 **Display Folder Contents**.

Click on any folder to see a listing of its contents displayed in the right Contents pane.

7 **Browse Files**.

You can use the PgUp and PgDn keys to page up or down through the files in the Contents pane.

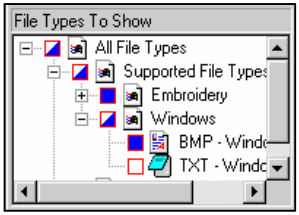
NOTE: ZIP archives are a special type of file that store other files in a compressed format. BuzzXplore™ displays ZIP archives as folders in the Folder pane of BuzzXplore™. To view the contents of a ZIP archive file, click on it just as you would a folder. Its contents are displayed in the right Contents pane. For more information about ZIP archive files, see page 57.

Choose the File Types to Display

The first time you start BuzzXplore™, all file types are displayed and the File Filter pane is displayed on the left above the Folder pane. You can limit the number of files displayed by filtering your files by file category or by file type.

1 **Start BuzzXplore™ and Activate File Type Filtering**.

When the File Filter pane is displayed, file type filtering is in effect. If you do not see the file type filter pane, activate it by choosing ***View*** ⇨ ***Filter File Types*** or by clicking on the **View Files of Type** button located on the top tool bar.



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The File Filter pane allows you to choose any of the file types listed. It is displayed as a selection tree so that you can choose all of a specific category such as Embroidery Files or you can choose a specific file type such as PCS – Pfaff.

2 **Expand a File Type Category**.
Click on the ✚ in front of a file category to expand it and to display the file types it contains.

3 **Collapse a File Type Category**.
Click on a – to collapse a file category and to hide the file types it contains.

4 **Choose Several File Types**.
☐ Click on the red selection boxes to the left of the file type or file category. *Notice that the right Contents pane is updated to display the selected file types*.

For a complete list of supported file types, please see your online help.

Switch Between Xplorer and Catalog Modes

Xplorer mode gives you quick access to any folder on your computer and you will probably use it for most operations. However, there may be times when you want to display together the contents of multiple folders without the constraints of folder boundaries. Catalog mode provides this functionality. You might find Catalog mode useful for reports, conversions or even sorting across folders. For those familiar with Buzz Tools Plus, this is similar to the classic interface. To switch between Xplorer and Catalog modes:

1 **Start BuzzXplore™**.
The first time you start BuzzXplore™ it is in Xplorer mode. After that, BuzzXplore™ remembers what mode you were last using so that the next time BuzzXplore™ is started it begins in the same

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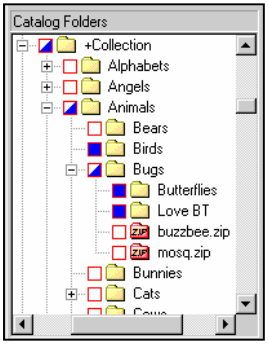
2 folder and mode of last use.

3 **Switch to Catalog Mode**.

Choose ***View*** ⇨ ***Catalog Mode*** or click the **Use Catalog Mode** button located on the top tool bar. *Notice that the folder tree now includes red selection boxes. This allows you to select any combination of noncontiguous folders and the results are displayed together, without folder breaks, in the Contents pane.*



4 **Expand a Branch of the Folder Tree**.

Click on the ✚ in front of a folder name to expand that portion of the tree.

5 **Choose Folders**.

Click on several of the red selection boxes to select the subfolders and the files they contain. *Notice that the Contents pane is updated with the selected files and folders.*

6 **Switch to Xplorer Mode**.

Choose ***View*** ⇨ ***Xplorer Mode*** from the menu bar or again click the **Use Catalog Mode** button to toggle modes. *Notice that the red selection boxes are hidden and that the Contents pane now displays only the files in the current folder.*

7 **Switch Back to Catalog Mode**.

Choose ***View*** ⇨ ***Catalog Mode*** or click the **Use Catalog Mode** button to toggle modes one last time. *Notice that your catalog contains the same folders that were selected in step 4 of this exercise.*

Change View Options

1 **Start BuzzXplore™**.

For this exercise, you can be in either Xplorer or Catalog mode.

2 **The View Button**.

Notice the **View** button located on the right of the BuzzXplore™

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toolbar. This button can be used to switch views.

3 **Switch Views**.
Click on the small arrow next to the **View** button to drop down a list of your view options and try out the different view options. You can also switch views by using the *View* menu. *Notice how the various views affect how your files are display*. When you are finished, choose *Large Thumbnail* option and proceed to Step 4.

4 **Set Sewing Information**.
Choose ***Sewing*** ⇨ ***Summary Information*** and try out the various information options.

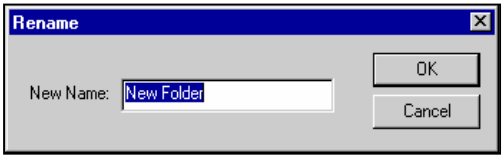
Create a Folder

1 **Switch to Xplorer Mode**.
You can only create folders in Xplorer mode. So, if you are not already in Xplorer mode, choose ***View*** ⇨ ***Xplorer Mode***.

2 **Navigate to the Desired Location**.
Navigate to the drive and/or folder where you want the new folder created. Click on the folder name to select it. The new folder will become a subfolder of the selected folder.

3 **Create New Folder**.
Choose ***File*** ⇨ ***New Folder***

4 **Name the New Folder**.
Type a name for the folder and click **OK**.



Select Files and Folders

You must select files and folders before you can move or copy them into other folders. In addition, you may also want to select files before you use one of the BuzzXplore™ tools or before you create a report. You can use several techniques to select files and folders. The best technique will depend on

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which files and/or folders you need to select. The following table outlines the methods that can be used in BuzzXplore™.

To Select…	Use this Procedure…
A single file or folder	• Click on the item you wish to select.
Multiple files or folders	• Hold down the Ctrl key and click the desired items.
A group of consecutive files or folders	• Click on the first item in the consecutive list. • Hold down the Shift key and click on the last item in the list.
Any combination of files and folders	• Use any of the above methods in combination. For example, you can select a group of consecutive files by using the Shift + click method and then use Ctrl + click to select another file to add to the group.
All of the files and folders in the Contents pane.	• Choose ***Edit*** ⇨ ***Select All*** or use the keyboard shortcut Ctrl + A.

Copy Files and Folders

Copying creates an exact duplicate of a file or a folder. The copy can be placed in a new folder or drive. There are several methods that can be used for copying files and folders.

Method	Procedure
Copy and Paste	1 Select the items to be copied. 2 Choose ***Edit*** ⇨ ***Copy*** or click the **Copy** button. If you are in Catalog mode and you want to copy a folder, click on it with your alternate mouse button and choose Copy from the popup menu.

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	3 In the Folder pane, find the folder where you would like to place a copy of the items and click on it with your alternate mouse button. Choose Paste from the popup menu.
Drag and Drop	1 Select the items to be copied. 2 Hold down the primary mouse button and drag the items so that the mouse cursor is over the folder where you want to place a copy. ***Don't let go of the mouse button yet***. 3 Press and hold the Ctrl key and notice that a + appears by the drag cursor indicating that you are creating a copy of the items. Release the mouse button and then release the ***Ctrl*** key. 4 Choose *Copy Here* from the Popup menu.

NOTE: The primary mouse button is the mouse button you have set up to perform normal selection and dragging. You generally click this button using your index finger. If you are right handed, this is usually set to the left mouse button. If you are left handed, this is usually set to the right mouse button.

Move Files and Folders

When you move a file or folder, the original item is deleted from its original location and it is placed in a new location. There are several methods that can be used for moving files and folders.

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Method	Procedure
Cut and Paste	1 Select the items to be moved. 2 Choose ***Edit*** ⇨ ***Cut*** or click the **Cut** button. If you are in Catalog mode and you want to cut a folder, click on it with your alternate mouse button and choose Cut from the popup menu. The Cut command sends the selected items to the Windows® Clipboard, and marks them for removal. They are removed only during a subsequent paste command. 3 In the Folder pane, find the folder where you would like to place the items and click on it with your alternate mouse button. Choose Paste from the popup menu.
Drag and Drop	1 Select the items to be moved. 2 Drag the items to their new location

Rename Files and Folders

There may be times when you want to change the name of a file or folder. This can be accomplished in several ways.

METHOD ONE *Not Available in Thumbnail View*	1 Click once on the file or folder you wish to rename. Pause 2 seconds, then click again on the same file or folder. You know when it is ready to rename when you see a square around the highlighted name and the cursor is blinking at the end of the name. 2 Type the new name and the old name is erased as soon as you begin to type.

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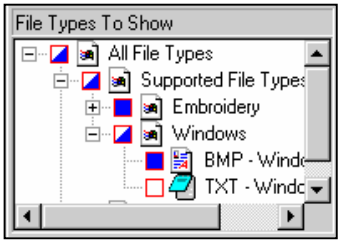
	OR 2 Select any portion of the name you wish to change and then re-type it. ***Note:*** Be sure to type in the same extension when you enter the new name or the file may become unusable.
METHOD TWO	1 Use your alternate mouse button and click on the file name or folder you wish to rename. Choose *Rename* from the Popup menu. A square appears around the highlighted name and the cursor blinks at the end of the name. 2 Type the new name and the old name is erased as soon as you begin to type. ***OR*** 2 Select any portion of the name you wish to change and then retype it. ***Note:*** Be sure to type in the same extension when you enter the new name or the file may become unusable.

Convert Designs

1 **Start BuzzXplore™ and Activate Xplorer Mode**.
If you are not already in Xplorer mode, activate it by choosing ***View ⇨ Xplorer Mode***.

2 **Choose File Types to Show**.
Before you begin, filter your files as desired using the instructions on page 31. You may convert from multiple file types at the same time. Don't worry if BuzzXplore™ includes designs of the target file type or file types that cannot be



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converted - these files will simply be ignored.

3 **Choose a Folder of Designs**.
Using the Folder pane, navigate to the folder that contains the designs you would like to convert. Click on the folder to see a listing of its contents displayed in the right Contents pane. These are the designs we are going to convert.

4 **Start the Conversion Wizard**.

- To convert embroidery files:
  Select the ***BuzzTools ⇨ Convert Embroidery Files…*** option.
- To convert cross-stitch files:
  Select the ***BuzzTools ⇨ Convert Cross-Stitch Files…*** option.

The first dialog of the ***Conversion*** wizard displays.

Use to Convert Designs.

5 **Designs to Convert**.
Make sure that the *Designs to Convert* is set to the *Current Folder* and that the *Include Subfolders* option is unchecked.

6 **Choose Target File Type**.
Choose the file type you want your designs converted to from the drop down list.

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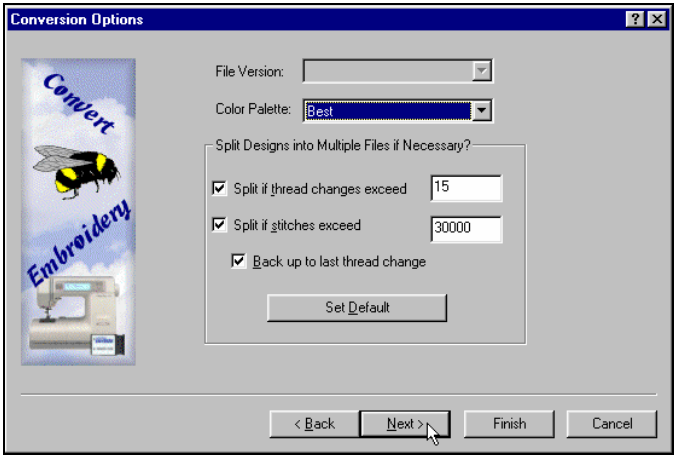
7 **Do Not Delete Original Files**
In this example, we will not be deleting the original files, so be sure to leave this option unchecked (the default).

8 **Place Converted Designs In**.
Choose the option *Same Folder as the Original Design File*.

9 Click ***Next*** to continue.

A. ***Cross-Stitch Conversions Only***
If you are converting cross-stitch files, you will not see the next two conversion screens as they relate to embroidery specific conversion options and you should skip forward in these instructions to step 11.

B. ***Embroidery Conversions Only***
The second conversion screen allows specify the target file type version and allows you to change how your designs are split.



Embroidery Conversion Options

Change the file version if required by your embroidery software and leave the *split design* settings at their default values. Click ***Next*** to continue.

10 **Conversion Hoop Settings**.
The *Conversion Hoops* dialog displays. By default, designs are rotated during the conversion if needed to fit in the hoop size but designs will not

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be shrunk or converted if too big to fit in the hoop. Leave these settings alone and click ***Next*** to continue.

11 **Confirm Conversion Settings**.
The last conversion screen displays. BuzzXplore™ displays the number of files that will be converted along with the options specified. Click ***Finish*** to convert your files and to display your updated catalog.

NOTE: In this example, we used Xplorer mode but you can also convert your designs from Catalog mode. This is useful if you have several noncontiguous folders of designs to convert.

Create Design Notes

The Create Design Notes wizard creates individual note files for the currently selected design files or for all the design files in the current folder or catalog. It can also be used to create one design note file that contains information about multiple designs. Once a note file is created, you may edit it to add information specific to the design. To create your design notes:

1 **Start BuzzXplore™ and Activate Xplorer Mode.**
If you are not already in Xplorer mode, activate it by choosing ***View ⇨ Xplorer Mode***.

2 **Select a Folder**
Using the Folder pane, navigate to the folder that contains the designs you would like to create notes for. Click on the folder to see a listing of its contents displayed in the right Contents pane

3 **Start Create Notes Wizard**.
Once you have made your selection, choose the ***BuzzTools ⇨ Create Design Notes…*** option.

4 **Choose which Designs to "Create Notes For"**.
On the first wizard screen, select which designs to create notes for.

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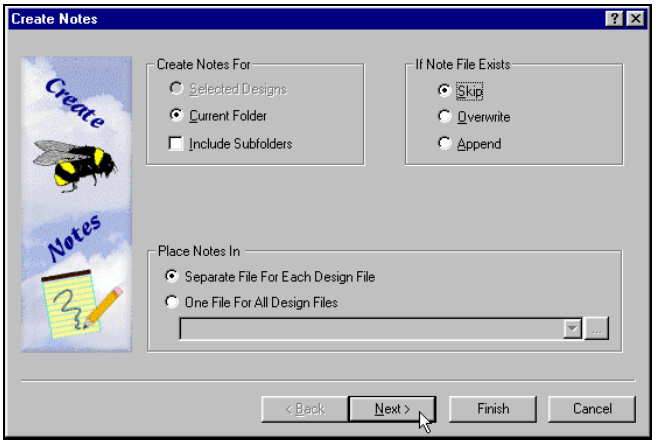
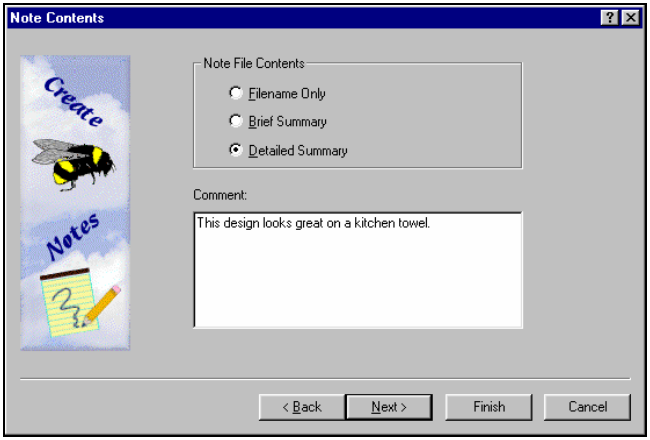


Create Design Notes Wizard

5 **Skip Files with Pre-Existing Note Files**.
Have BuzzXplore™ skip files that already have design notes.

6 **Choose Separate Files**.
In this example, we will make a separate note file for each design. Choose the option, *Separate Files for Each Design File*.

Click ***Next*** to continue.



7 **Include a Detailed Summary of the Design**.
Choose the contents option *Detailed Summary*. The note files created will

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include colors and stitching order along with the file name, design size, the number of stitches, the number of colors and any embedded comments.

8 **Add a Comment If Desired**.
Use the comment field to add additional information if desired and click ***Next*** to continue.

9 **Confirm Settings**.
The *Confirmation* screen displays. If everything looks OK, click ***Finish*** to create your design notes.

10 **Edit New Design Notes If Desired**.
You may edit any of the design notes by double-clicking its thumbnail or icon. BuzzXplore™ will automatically open the design note in notepad (or other editor if you have changed your Windows® Explorer® associations).

Extract ZIP'd Files

If you always use BuzzXplore™ to launch your embroidery software and to open your designs, you do not need to extract your designs from their ZIP archives. If you want to be able to open them directly from your embroidery software, you will probably need to extract your designs from their ZIPs.

An easy way to extract ZIP'd files is to select the files in BuzzXplore™ and to copy them to a folder of your choice. Alternatively, BuzzXplore™ also includes a tool for the batch extraction or unzipping of ZIP'd files. It is discussed here.

1 **Start BuzzXplore™ and Activate Xplorer Mode**.
If you are not already in Xplorer mode, activate it by Choosing ***View*** ⇨ ***Xplorer Mode***.

2 **Turn Off File Type Filters**.

You will probably want to extract ***all*** of the files contained within the selected ZIP archives. Therefore, you will want to turn off any file filters that would limit which file types are extracted. If the File Filter pane is displayed and active, you should turn it off by choosing ***View*** ⇨ ***Filter File Types*** or by clicking on the **View Files of Type** button located on the top tool bar.

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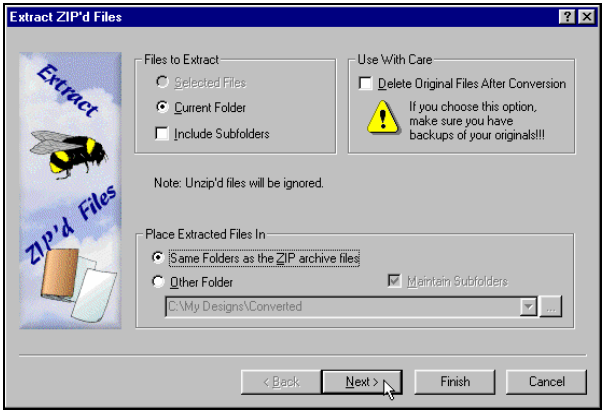
3 **Choose the ZIP Archive to Extract**.
Using the Folder pane, navigate to the ZIP archive that contains the files you would like to extract. Click on the ZIP archive to see a listing of its contents displayed in the right Contents pane.

4 **Start the *Extract ZIP'd Files* Wizard**.
Select the ***BuzzTools*** ⇨ ***Extract ZIP'd Files…*** option. The first dialog of the ***Conversion*** wizard displays.



Extract ZIP'd Files Wizard

5 **Select Files to Process**.
Make sure that the *Files to Extract* is set to the *Current Folder* and that the *Include Subfolders* option is unchecked.

6 **Do Not Delete Original Files**
In this example, we will not be deleting the original files, so be sure to leave this option unchecked (the default).

7 **Place Extracted Files In**.
Choose the option *Same Folder as the ZIP archive file*. Click **Next** to continue.

8 **Confirm Settings**.
The *Confirmation* screen displays. If everything looks OK, click ***Finish*** to extract the ZIP'd files.

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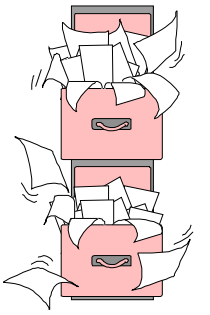
Organize Designs Stored on Hard or ZIP Drives

Additional information can be found in the chapter on Organizing Your Designs starting on page 61.

1 **Create Folder Structure**.



You can only create folders in Xplorer mode. So, if you are not already in Xplorer mode, choose ***View*** ⇨ ***Xplorer Mode***.

If you haven't already done so, create a main design folder on your hard drive or ZIP drive. This could be called My Designs or something similar. Under this folder, add subfolders for main subjects of designs. You can set up these up automatically using the ***Buzztools*** ⇨***Create Category Folders.***

If you decide to set them up yourself, you should set up main subjects like Alphabets, Animals, Cartoon, Children, Floral, etc… Beneath your main subjects, add folders to refine the categories even more. For example, under the main Animals folder you might have a subfolder for Dogs, Cats, Horses, etc…

2 **Turn Off File Type Filtering**.

You will probably want to reorganize ***all*** of the files contained in your folders so you don't miss any design notes, design graphics or other companion files. Therefore, turn off any file filters that would limit which file types are displayed. If the File Filter pane is displayed and active, you turn it off by choosing ***View*** ⇨ ***Filter File Types*** or by clicking on the **View Files of Type** button.

3 **Sort by Name**.

When organizing designs, it is best if files are sorted by name so that companion files are adjacent to one another in the Contents pane. Choose ***View*** ⇨ ***Sort Files by*** ⇨ ***Name*** or use the keyboard shortcut Shift + N.

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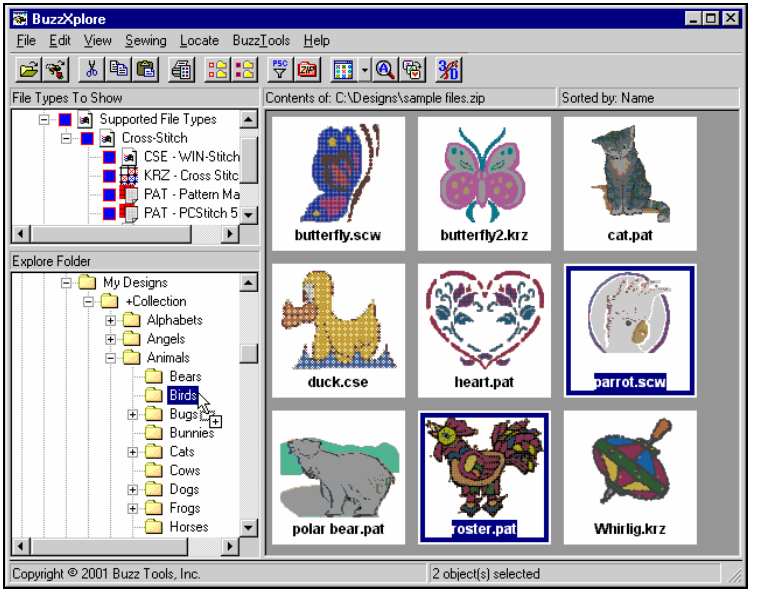
4 **Move Files to the Appropriate Folder**.
Navigate to the folder that contains the designs you need to organize. Use *Thumbnail* view to see your designs and to help you decide what folder the designs belong in. You can select multiple files at one time, drag, and drop the files into the appropriate folder. If you are keeping text files with design information, you will need to move these along with the design files. Also, don't forget to move companion files like PEM, BMP, and LAY files.



Drag and Drop Files into the Appropriate Folders

5 **Do it Again**.
Continue this process, one folder at a time until you have gone through all of your design folders.

6 **Optionally Print Reports**.
When you are all done, you may want a printed report of your design folders. Or you can just view your designs on the computer and double click on the designs to start the associated design program.

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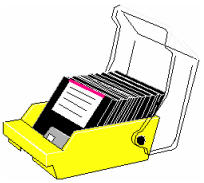
Organize Designs Stored on Diskettes

It is a little harder to organize your designs when all they are all kept on diskettes. If your designs are a real mess and not sorted by categories, you have some work ahead of you. We would suggest you:

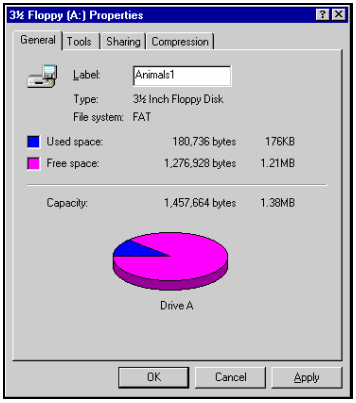
1 **Prepare Blank Diskettes**.
Make yourself a stack of blank diskettes, labeled as you see your future collection labeled. For example, "Animal 1", "Flowers 1", etc.… Keep the number of characters under eleven and avoid special characters so you can use the same label on the diskette's volume label.



2 **Write Diskette Volume Labels**.
Put a unique volume label on each diskette to match the exterior label.

a. Using the Folder pane, click on the drive icon with your alternate mouse button. You may need to scroll the Folder pane in order locate the desired drive.

b. Choose Properties from the Popup menu.



Properties of the Diskette

In the label field, type in the new volume label. Click **OK**.

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3 **Create a Temporary Folder**.
Create a temporary folder on your computers hard drive. You might call the folder something like Design Work Space.

4 **Turn Off File Type Filters**.

You will probably want to reorganize ***all*** of the files on the diskettes. Therefore, you will want to turn off any file filters that would limit which file types are displayed and selected. If the File Filter pane is displayed and active, you should turn it off by choosing ***View*** ⇨ ***Filter File Types*** or by clicking on the **View Files of Type** button.

5 **Sort by Name**.
When you are organizing designs, it is best if your designs are sorted by name. This way any design notes, design graphics or other companion files are adjacent to one another in the Contents pane. Choose ***View*** ⇨ ***Sort Files by*** ⇨ ***Name*** or use the keyboard shortcut Shift + N.

6 **Copy Files from Original Diskettes**.
Take one of your original diskettes and copy all of its files to the temporary folder on your hard drive.

7 **Convert Designs If Desired**.
If you want the designs converted to a different file format, do it while the designs are on your hard drive.

8 **Move Files to the Appropriate New Diskette**.
Use *Thumbnail* view to see your designs and to help you decide on which what diskette to store your files. You can select multiple files at one time, and then cut and paste them onto the appropriate diskette. If you are keeping note files (.TXT) with design information, you will need to move these along with the design files. Also, don't forget to move companion files like PEM, BMP, and LAY files.

Remember, space is limited on diskettes so do not over fill them. Always leave at least 15% empty space. This little extra room will save you a lot of frustration later on.

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9 **Do it Again**.
When you are done with the first diskette, copy the next diskette to the same folder location as the first diskette and repeat the process. See step 6.

When you are finished, save your original disks a safe place or make backups of your new disks. Diskettes have a high failure rate and we wouldn't want you to lose your valuable designs.

10 **Optionally Print Reports**.
You may want to print a report of the designs on each diskette. Since you put a volume label on each diskette, this information will print on your report and it will assist you in locating the correct diskette. If needed, you can also use the report header field to add additional information to the report.

You can store these printouts in a notebook by subject along with the associated design diskette. Most office supplies stores sell notebook pages that can be used to hold diskettes.

Change Your Open Settings

When BuzzXplore™ was installed on your computer, you were asked about your design software and your initial Open Settings were configured for you. However, occasionally you may need to change the open settings. Here is one method:

1 **Activate the File Filter**.

If you do not see the file type filter pane, activate it by choosing ***View ⇨ Filter File Types*** or by clicking on the **View Files of Type** button located on the top tool bar.

2 On the File Filter pane, locate the desired file type and double click on it. The *Open Settings* dialog for that specific file type opens.

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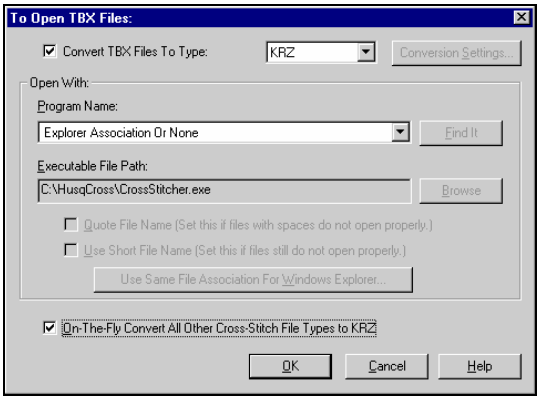
To Open TBX Files:
Convert TBX Files To Type:
KRZ
Conversion Settings...
Open With:
Program Name:
Explorer Association Or None
Find It
Executable File Path:
C:\HusqCross\CrossStitcher.exe
Browse
Quote File Name (Set this if files with spaces do not open properly.)
Use Short File Name (Set this if files still do not open properly.)
Use Same File Association For Windows Explorer...
On-The-Fly Convert All Other Cross-Stitch File Types to KRZ
OK
Cancel
Help

Open Settings Dialog

3 If the file type selected cannot be read by your design editing software, you can have BuzzXplore™ convert it on-the-fly to a file type that is read. To do this check the *Convert Files to Type* box. Next, choose the destination file format from the drop down list.

4 Select the name of your embroidery software from the *Open With* drop down list or set it to Explorer® to use the Windows® Explorer® file association.

5 Verify that the executable file path is correct. If not, use the **Find it** or **Browse** buttons to correct it.

6 If you want all designs converted on-the-fly to this same file type, check the box in front of the *On-the-Fly* option located at the bottom of the dialog box.

Click **OK**.

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Chapter 2

BuzzXplore™ Basics

The designs stored on your computer are stored in files. Microsoft Windows® stores your files in a structure similar to a paper filing system, with its equivalents of filing cabinets, drawers, folders and documents. Using BuzzXplore™, you can gain direct access to any file, folder, disk, or drive.

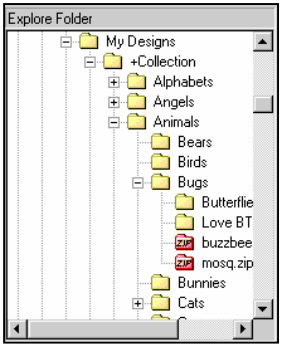
BuzzXplore™ displays your files in the structure you have on your drives. You will not be moving your files into a separate catalog, but rather browsing the files as they are stored on your drives. BuzzXplore™ does not take any additional disk space to create and maintain catalogs.

Two Browse Modes

BuzzXplore™ has two modes for browsing through disks and folders; Xplorer mode and Catalog mode. You will probably use Xplorer mode for most activities. However, it is important to recognize how each mode operates and how you can switch from one mode to the other.

Xplorer Mode

By default, BuzzXplore™ displays your files in Xplorer mode. This mode is very similar to Windows® Explorer, so if you are familiar with Windows® Explorer, you should feel right at home.



The list of computers, disks and folders in the lower Folder pane (the folder tree) gives you direct access to any drive or folder on your computer or on a network. You click the plus sign next to a drive or folder to expand that branch of the tree structure and to see the subfolders it contains. Click on a minus sign to collapse the branch and to hide the subfolders.

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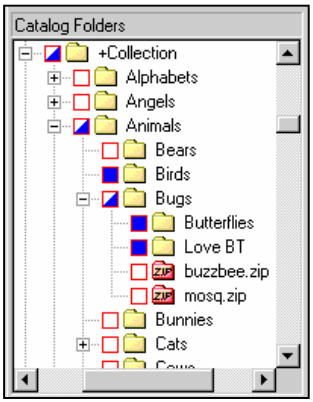
When you click on a folder name in Folder pane on the left, its contents are displayed in the Contents pane on the right. You can scroll the contents of the right Contents pane using the **Scroll** button or by pressing the **PgUp** or **PgDn** keys. You can quickly advance to the next folder with files by pressing the **Ctrl** + **PgDn** keys.

Catalog Mode

You can also display your files in Catalog mode. Catalog mode is very similar to Xplorer mode except you can include multiple folders in the Contents pane. For those familiar with Buzz Tools Plus, this is similar to the classic interface.

Each item on the list of computers, disks and folders in the folder tree includes a red selection box. Click on a selection box to include the contents of its subfolders and files in the right Contents pane. The files of the selected folders are listed contiguously, which makes it easy to page through multiple folders and the files are displayed together without the constraints of folder boundaries.



When you click on an individual file, its folder path is displayed at the top of the Contents pane. The folder path is also displayed when multiple files are selected that all belong to the same folder. Otherwise, the top of the Contents pane displays general information messages, such as the number of folders currently marked.

NOTE: Catalog Mode allows you to specify noncontiguous folders. This is especially useful in batch operations (such as convert or unzip) and in printed reports.

Switching Modes

You can quickly switch between modes by clicking on the **Use Catalog Mode** button or selecting the appropriate mode listed on the View menu. You can switch from Xplorer mode to a new clear catalog by choosing *New Catalog* from the View menu.

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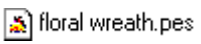
Changing the View

BuzzXplore™ has five main view options that affect how your files and folders are displayed in the Contents pane. These settings affect your display in both Xplorer and Catalog modes. When first launched, BuzzXplore™ displays medium sized Thumbnails. The view settings are changed using the *View* menu.

The following views are available:

Thumbnail view: Displays a thumbnail picture of designs, graphics, or other files along with the file name and extension. File types that are not supported by BuzzXplore™ are displayed as large icons.

Large Icons view: Shows the file name and extension beneath a large icon. Files are listed in a horizontal multiple-column format.



Small Icons view: Shows the file name and extension beside a smaller icon. Files are listed in a horizontal multiple-column format.

List view: List view is similar to the Small Icons view, but the files are listed in a vertical-column format.

Detail view: Detail view displays more information about the files such as the file size, type and last modification date. Files are listed in a vertical single-column format.

Setting Thumbnail Size

Thumbnails are available in four sizes. Use the *View* menu to choose a thumbnail size of Full Window, Large, Medium, or Small.

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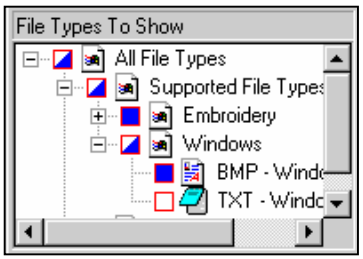
Other Settings that Affect File Display

File Filter

The file filter determines which file types to display in both Xplorer and Catalog modes. The File Filter pane is displayed in the upper left when file filtering is turned on. It lists the file types (by category) that can be shown in thumbnail view.

You can turn the file filter on and off with the **File Filter** button or by using the View menu. The box beside the file type indicates whether or not the type is shown in the Contents pane. You can quickly choose all file types within a particular category by clicking on the box beside the category name. If a category check box is only half filled, only some of its file types have been selected for display.



Sorting Files

The Contents pane of your BuzzXplore™ window may contain many files and folders. You can change the order in which the files are displayed by sorting them. The message area on top right of the Contents pane displays the current sort criterion.

BuzzXplore™ applies the chosen sort criteria to every folder that you browse. Your sort settings are saved between sessions so that the next time you start BuzzXplore™ your files are sorted by the same criteria. In Catalog mode, the Contents pane can display files in multiple folders; these files are sorted without the constraints of folder boundaries.

Sorting Files Using the View Menu

You can sort by name, file type, date, folders (catalog mode only), design width, design height, number of stitches, or number of colors (See *View* ⇨ *Sort by*... menu options.). When you sort by one of the sewing options (i.e. design width, design height, number of stitches, or number of colors) any file that cannot be sorted by the criteria is placed at the bottom of the folder.

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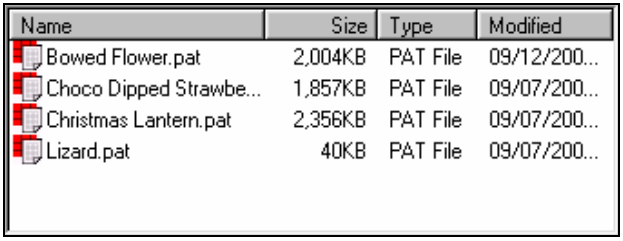
Sorting By Column Click in the Detail View

When displaying files in a detail view, you can click on the column headers to sort the list by that columns information. Subsequent clicks on the same column header will reverse the sort order (toggles between ascending / descending).



Detail View

Thumbnail Options for Sewing Files

When you purchased BuzzXplore™, it came pre-packaged with the basic BuzzXplore™ program and support for either Embroidery or Cross-stitch designs. If you would like BuzzXplore to support both Embroidery designs and Cross-stitch designs, you can do so by purchasing and installing both the BuzzXplore Embroidery Edition and BuzzXplore Cross-Stitch Edition.

Realistic 3-D Threads

When you display your cross-stitch or embroidery files in thumbnail view, your designs are displayed using realistic three-dimensional threads so you can see how your designs will look when sewn. You can customize how the threads are displayed with the ***Sewing ⇨ Realistic 3-D Thread Settings*** menu.

You can also turn off the Realistic 3-D Threads from the Sewing Menu. You might want to do this in order to improve the contrast of small thumbnail images, or if your computer or monitor does not support High Color mode.

NOTE: You cannot display beautiful realistic threads if your monitor is set to 256 colors or less. Set your monitor to at least 16-bit High Color. For directions on changing your color settings, see page 22.

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Sewing Thumbnail Information

When you are viewing Thumbnails of your embroidery or cross-stitch files, you can set the amount of additional sewing information you want displayed. The type of information varies with the type of file (see chart below). Use the ***Sewing ⇨ Thumbnail Information*** menu to set the amount of information to include.

Your choices are:

None:
Only the file name and extension are included.

Summary:

- Cross-stitch files display file name, design size, number of crosses and the number of colors.
- Embroidery files display file name, design size, the number of stitches and the number of colors.

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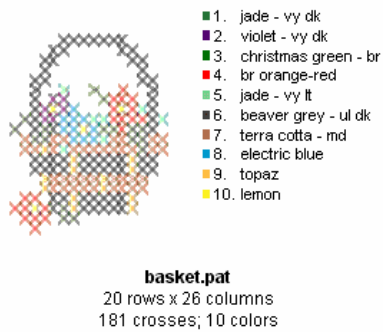

Details:

- Cross-stitch files display the thread colors along with the file name, design size, number of crosses and the number of colors.
- Embroidery files display the thread colors and stitching order along with the file name, design size, the number of stitches and the number of colors.

Hoops and Borders

You can choose whether to display the hoop boundary (embroidery designs only) or the design border. These options are set from the Sewing menu.

Fabric Color

You can change the fabric color for design thumbnails. The fabric color affects the background color of all designs. Use the ***Sewing*** ⇨ ***Fabric Color*** command to open the *Color* dialog box where you can choose one of the basic colors or define custom colors.

ZIP Archives

What are ZIP Archive Files?

If you have ever surfed the Internet looking for design files, you will have quickly noticed two things. First, the Internet is bursting with FREE designs and second, most of these designs are distributed as ZIP archive files. ZIP archives are files that contain other files and that are compressed so that they take up less disk space. Most design files available on Internet are distributed as ZIP archives because ZIP's make it easy to group files and make transporting and copying these files faster.

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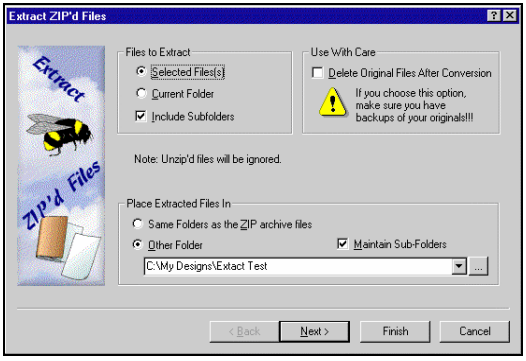
When you extract ZIP'd files, you decompress the files stored in the ZIP archive and save them as separate files on a disk. This step is not necessary with BuzzXplore™ because BuzzXplore™ allows you to include ZIP'd files and even allows you to open them in your design software by automatically extracting on-the-fly as needed. In BuzzXplore™, ZIP archives are treated like folders and design files within the ZIP archive files are treated as ordinary files, meaning you can view them, convert them, create notes for them, search for them, etc…

You can also choose not to show the contents of ZIP archives by turning off the *Show ZIP Contents* option on the *View* menu.

ZIP Extraction Tool

An easy way to extract ZIP'd files is to select the files in BuzzXplore™ and to copy them to a folder of your choice. Alternatively, BuzzXplore™ also includes a tool for the batch extraction or unzipping of ZIP'd files. When you extract ZIP archives, you can choose to have the extracted files saved into the same folder as the original ZIP archive or you can choose a new folder location for the extracted files. ***Only the displayed file types are extracted***. Therefore, turn off your file filter if you want to extract all of the files in the processed ZIPs.



Extract ZIP'd Files Wizard

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To extract files from ZIP archives, choose ***BuzzTools ⇨ Extract ZIP'd Files…***. You can choose to extract the currently selected ZIP archive only, the current folder of ZIP archives (with or without subfolders), or, if you are in Catalog Mode, the entire catalog.

NOTE: The contents of ZIP archives with passwords are not displayed in BuzzXplore™ and are NOT available for extraction.

Create New ZIP Archives

You can create a new empty ZIP archive just as you might create a new empty folder. To create a new ZIP archive, activate Xplorer mode and navigate to the folder in which you want to create the new archive. Choose ***File ⇨ New ZIP Archive***. You can then move or copy files to the ZIP archive just as if it were a folder. The next chapter of this manual talks more about folders and organizing your designs.

Printed Reports

The BuzzXplore™ report wizard guides you through printing thumbnail reports or actual size templates of your files. To start the report wizard choose ***BuzzTools ⇨ Print Report…***

When files are printed in reports, they are always sorted by folder and file name regardless of how they are sorted for display purposes. Only the displayed file types are included in your report so make sure the file filter pane is set before you start the *Print Report* wizard. Each folder starts on a new page, except ZIP archives do not cause a page break and their contents are sorted by name alongside the other ordinary files.

You can choose from the following types of reports:

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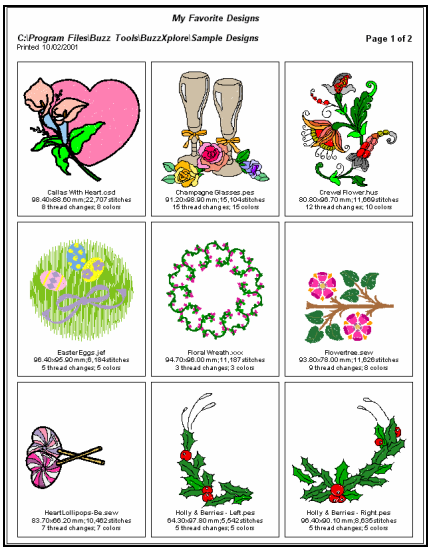
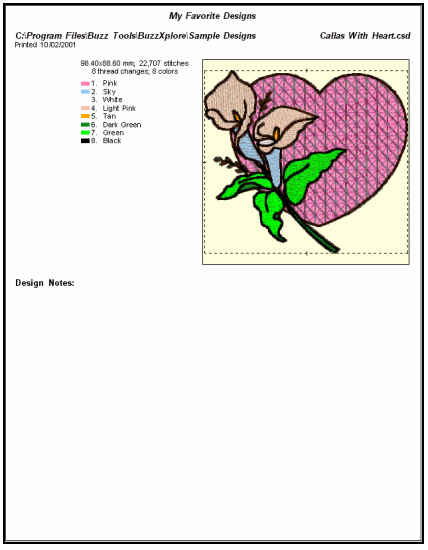


Thumbnail reports can contain any number of Thumbnail images per page along with optional design information.



Actual Size reports print one design per page along with optional design information. Embroidery designs are printed the same size they are when they are stitched out and may be used as templates for design placement.

BuzzXplore™ can also print a ***Folder Table of Contents*** that lists all of the folders included in your current report.

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Chapter 3

Organizing Your Designs

You have already learned how to use BuzzXplore™ to browse the drives and folders on your computer. This chapter includes information about storage options and about how to use BuzzXplore™ to organize your designs.

Where will you store your designs?

Before you start organizing your designs, you need to give some thought as to whether you want to store your designs on your hard drive, on diskettes, Zip disks or on writable compact discs. Below is information about each of these methods to help you decide on the best method for you.

Storing Designs on Your Hard Drive

It is easiest to locate designs if they are all stored on your hard drive. Computer hard drives are becoming larger and less expensive too, which makes this method of design storage even more attractive. In addition, hard drives do not fail as often as diskettes or other removable storage devices. If you are a computer novice, we strongly recommend you keep designs on your hard drive.

Backing Up the Files on Your Hard Drives

Unexpected disasters can happen even when your designs are stored on your computer's hard drive. Occasionally, hard drives fail and computer viruses can make your important files unusable. Therefore, it is essential to make additional copies of your files to protect them from disaster.

Windows® provides a system backup tool just for this purpose. The backup tool allows you to make, compare, or restore backup copies of files and folders

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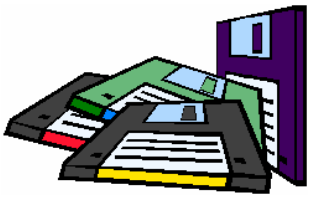
onto either floppy disks or tape. In addition, the manufacturers of Zip drives and writable compact disc drives include similar backup programs that can be used to write backups onto their supported media. Use one of these program utilities to maintain current copies of the files you can't live without in case anything ever happens to your computer or hard drive. Refer to a Windows® Reference, your Zip drive manual or your compact disc documentation for further instructions on your particular backup tool.

Storing Designs on Diskettes



You can also store designs on diskettes. However, the space on diskettes is very limited which makes organizing your designs more difficult. In addition, reading and writing to diskettes is a lot slower then your hard drive. Diskettes are more prone to error and are adversely affected by heat and magnetic fields. Diskettes fail three to five percent of the time, and are more prone to failure when filled to capacity.

Backing Up Your Diskettes

To make an exact copy of a diskette, use your alternate mouse button and click on the floppy drive icon located in the Folder pane. Choose *Copy Disk* from the Popup menu and follow the directions. Refer to a Windows® Reference for more information.

Storing Designs on Zip Disks or Other Removable Media

This option is slightly better than storing your designs on diskettes because these storage devices have more space and are more reliable. However, since many of the same considerations apply, be sure to read the information on diskettes provided above and keep current backups of all your disks.

Backing Up Your Zip Disks

To make an exact copy of a Zip disk, use your alternate mouse button and click on the zip drive icon located in the Folder pane. Choose *Copy Disk* from the

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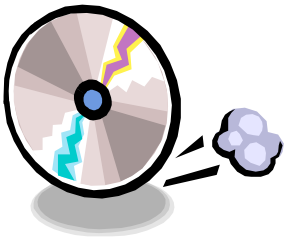
Popup menu and follow the directions. Refer to a Windows® Reference for more information.

Storing Designs on Writable Compact Discs



The majority of new computers now come with a writable compact disc drive (CD-RW drive). While you can use CDs as your primary storage method, they are harder to set up than a hard drive and cannot be changed as quickly and easily. Compact discs are more reliable than diskettes or Zip disks because they do not store data magnetically, but they can still be broken, scratched or lost. Therefore, we do not recommend CD's as your primary method of design storage.

Backing Up Your Compact Discs

Most CD-RW drives come with a compact disc copy program for creating exact copies of CDs. The procedure used by these programs differs, so please refer to your compact disc documentation for specifics.

NOTE: Copying embroidery software and designs without authorization from the manufacturer is usually illegal and the penalties for violating the Copyright Act can be severe. This includes duplicating software to sell, to share with friends or to distribute free over the Internet.

If you have copyright questions, you are encouraged to check the licensing agreement that comes with the software, call the software manufacturer, or visit the manufacturer's website to gain specific information on the copyright rules that pertain to your software.

If you are aware of a copyright infringement, we encourage you to report it. To contact the Embroidery Software Protection Coalition, call 1-888-921-5732, or visit their web site at www.embroideryprotection.org.

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Classifying Designs

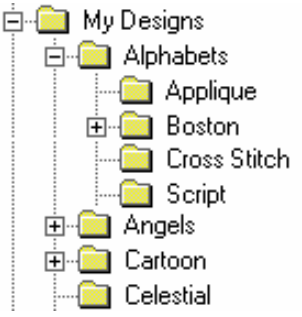
Your design files need to be organized so that you can find the desired design quickly. You may have just a few design files when you start but after a few years, you could easily have hundreds or even thousands. If you could only look at your designs in a long list, it could take you a long time to find what you are looking for. Fortunately, there is another option.

On Hard Drives

Just as paper files can be stored in folders within filing cabinets, the files on your computer can be organized in folders on your disks. Folders are very important for organizing your design files because they create the categories you need to get organized.

In addition to storing files, folders can also contain other folders. These nested folders (or subfolders) can further classify your designs and make it easy for you to navigate the desired design. What you call the folders is a matter of personal choice and differs from person to person. Some people like to classify their designs by where they got them, others by subject matter. What is most important is that you can quickly find your designs. After all, it is your collection!

Let's say we have organized our designs by subject matter. The main design folder on our C: drive is called My Designs and a few of its nested subfolders are called Alphabets, Angels, Cartoons, Celestial, etc… Many of our subfolders contain other subfolders. For example, our alphabets folder contains the subfolders Appliqué, Boston, Cross-stitch, and Script.



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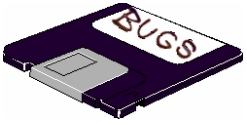
Although you can create folders and subfolders as you organize your designs, it is best to create a basic folder structure before you start. You can use BuzzXplore to automatically create a folder tree of design categories to get you started (choose ***BuzzTools*** ⇨ ***Create Category Folders***). You can also use the same techniques to create folders as Windows® Explorer®. To create a new folder, navigate to the location of the new folder and choose ***File*** ⇨ ***New Folder***.

Once you have created your basic folders, use BuzzXplore™ to move or copy your designs into categories, and if needed rename them. You can do this with the *Cut*, *Copy* or *Paste* commands or by dragging and dropping files into place. If you discover that you have duplicate or unwanted designs, you can delete them by selecting them and pressing the **Delete** key.

For step by step directions on this process, please see *Organize Designs Stored on Hard or Zip Drives* starting on page 45.

Diskettes



If you store your designs on diskettes, you will create main categories for your designs by labeling the diskettes by subject and by creating folders on your diskettes as needed. Rather than browsing the designs on the diskettes, you will probably find it easiest to print thumbnails reports and browse the printouts. Printouts can be kept in notebooks separated by subject along with the diskettes used to create them. Office supply stores sell special notebook sheets for storing diskettes. See *Organize Designs Stored on Diskettes* on page 47 for more information.

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Chapter 4

Design Notes & Finding Files

Finding the perfect design is always a challenge, whether your hobby is embroidery, cross-stitch or both. Even when you have your designs filed in folders by subject, there are many occasions where one design may actually fall into multiple categories. For example, you may have a wonderful heart design that is made up of flowers and a sentimental quote. When you originally organized your designs, you may have filed this in your "Hearts" folder or in "Flowers".

The simplest way to find this design may be to browse the two folders, "Hearts" and "Flowers", until you locate the design you are looking for. This might work, but perhaps you had a weak moment and instead filed the design under "Love" or even under the name of the digitizer, "Lorie Fritsch". If this is the case, you may not find the design at all. Fortunately, BuzzXplore™ has several tools to help you.

Finding Files

Locate a File or Folder

If you know the name of the file or part of the file name, you can search for it using the BuzzXplore™ command ***Locate ⇨ File or Folder…***.

Use to Locate a File Name or Folder Name

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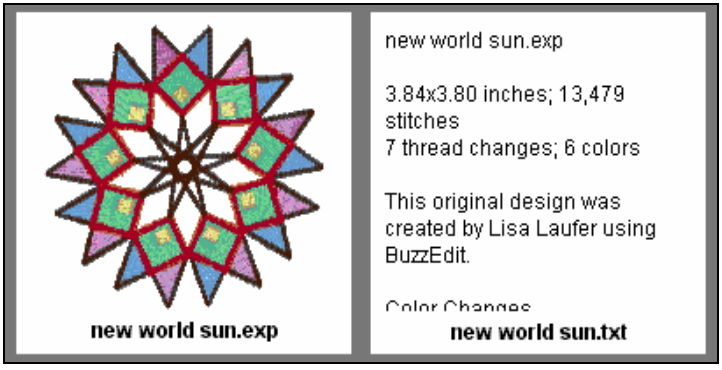
Fill in the name of the file or folder you are looking for in the **Enter Name** field. You may use standard wildcard characters in your search, where * is the wild card replacement for any number of trailing characters and ? is the wild card replacement for a single character.

BuzzXplore™ displays and selects the first file that meets your search criteria. If this is not the design you are looking for, you can repeat the search by selecting the menu item ***Locate*** ⇨ ***Next*** or by pressing F3.

Design Notes

Some embroidery formats (i.e. PCS, PES version 4, ART and HUS) and some cross-stitch formats (i.e. PAT) allow for the inclusion of short comments within the design file. In fact, you may already be using the comments area to include information about your designs.

Other embroiderers and cross-stitch hobbyists use note files to store specific information about their designs. Usually, there is one note file per design that contains information such as the source of the design, thread colors and specific sewing instructions. Notes are frequently saved as .txt files and are given the same name as the design, but of course, with the extension TXT. For example, the embroidery design file "Apple.hus" may have a corresponding note file called "Apple.txt". When your files are sorted by file name (the default), BuzzXplore™ displays these note files along side of your designs.


new world sun.exp
3.84x3.80 inches; 13,479 stitches
7 thread changes; 6 colors
This original design was created by Lisa Laufer using BuzzEdit.
Color Changes
new world sun.exp
new world sun.txt

This Design is Shown Adjacent to its Design Note.

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You can use BuzzXplore™ to search through embedded design comments or through your design notes (contained in text files). This gives you the ability to locate your designs based on the information you have included. Use the BuzzXplore™ command ***Locate ⇨ Text in Notes…***.

Use to Locate Embedded Design Comments

> ***NOTE:*** If you are storing your design notes in text files, it is important to remember that the design file and the note file are separate entities. As you organize your designs, you are responsible for making sure that your note files are stored in the same folder as the corresponding design. This way, when you search your note files for keywords or other text, you are able to find the design.

You can use BuzzXplore™ to create note files for your designs (***BuzzTools ⇨ Create Design Notes***). Once the basic note file is created, you may edit individual note files to include information specific to your designs. Step by step directions on this process start on page 41.

Windows® Find

In addition to using the BuzzXplore™ *Locate* tools, you can use the Windows® *Find* utility from within BuzzXplore™. Right click on any folder in the Folder pane and choose **Find** from the Popup menu. The files you locate using the Windows® Find utility are listed in a separate window that is not part of BuzzXplore™.

Once you see the desired file, you have two options. First, if the file type is supported by BuzzXplore™, you can click on the desired file with your

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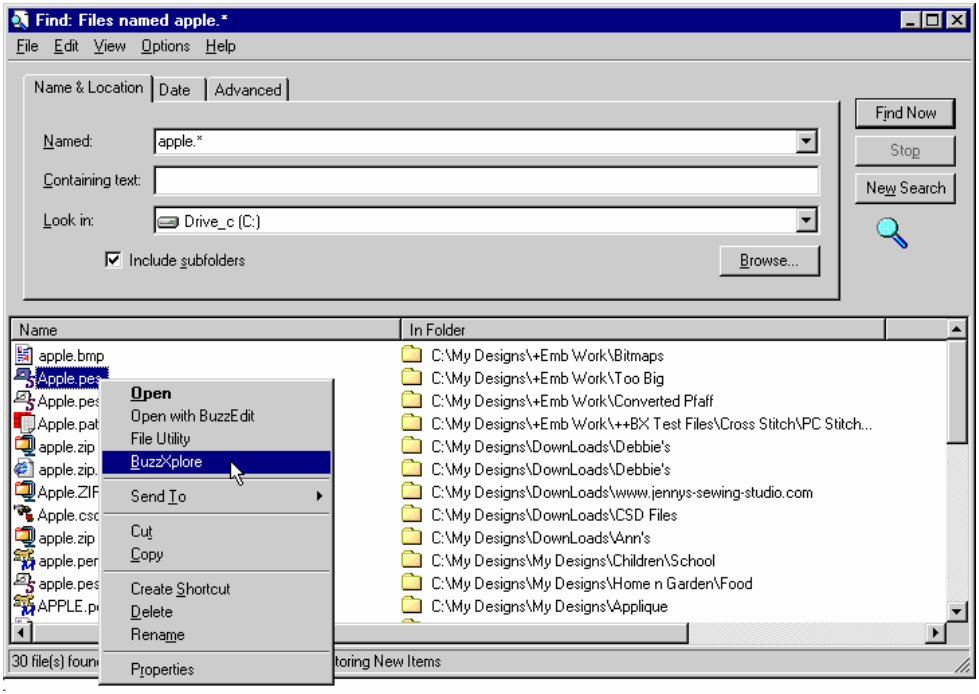
alternate mouse button and choose BuzzXplore™ from the Popup menu. BuzzXplore™ starts and browses the appropriate folder.



The Windows® Find Utility

Or you can look at what folder the file is in and then navigate to it manually from within BuzzXplore™. For further directions on using the Windows® Find utility, please refer to a Microsoft Windows® reference.

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Chapter 5

Editing Design Files

When a file is double clicked, BuzzXplore™ opens the file in the associated program. Most file types have programs associated with them by Windows® Explorer® and this association is used if appropriate. BuzzXplore™ also lets you set BuzzXplore™ program specific associations. This means that when you double-click a supported file type, you can have Windows® Explorer® launch one program and BuzzXplore™ can launch another - although this is not required.

Windows® File Associations

Most of your Windows® file associations are available from within BuzzXplore™ on the Popup context menus, which are accessed by clicking on a file with the alternate mouse button. The OPEN item on the Popup menu uses the BuzzXplore™ open settings not the OPEN file association that may be set from Windows® Explorer®. Sometimes the BuzzXplore™ open settings tell BuzzXplore™ to use the Windows® File association and sometimes they are set to use another program.

Since Windows® Explorer® allows you to set up multiple file associations for each file type, any number of programs can appear in the Popup context menu. If you need this functionality, you will need to set up the program associations using Windows® Explorer® file associations. For further directions please refer to a Microsoft® Windows® Reference.

On-the-Fly Conversions

When you double-click a design file, it is read into your design software (not available on DOS based software programs). If you do not own software that can read the selected design file type, BuzzXplore™ can convert the file on-the-fly to a type that can be read. BuzzXplore™ supported embroidery file formats

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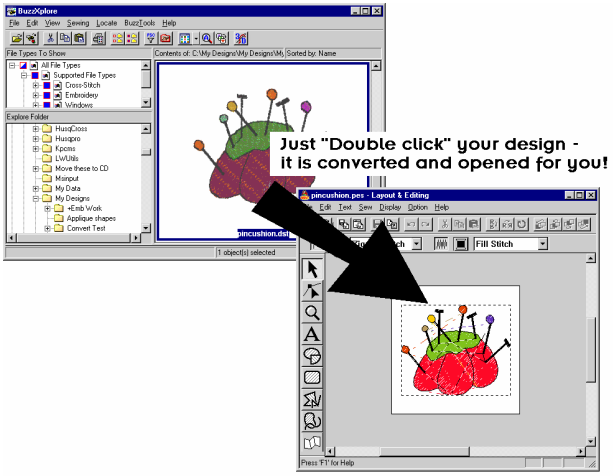
can be converted on-the-fly to other supported embroidery formats. BuzzXplore™ supported cross-stitch file formats can be converted on-the-fly to other supported cross-stitch formats. BuzzXplore™ specific file associations are required for any file type that needs on-the-fly conversions.



When you are finished editing the design and are ready to return to BuzzXplore™, save the design if you want to keep your changes and exit your design software. BuzzXplore™ will display the changed design – assuming of course that you have not excluded its file type on the File Filter pane.

On-the-Fly Embroidery Conversions

When you install BuzzXplore™ Embroidery Edition, the installation program determines what embroidery programs you have installed on your computer. If you have only one embroidery software program, BuzzXplore™ assumes that the primary embroidery file format of that program is the software file format you prefer to use. All other supported stitched-based design file formats are automatically converted to that file format on-the-fly when you double-click on a design file in BuzzXplore™. Your embroidery software is started for you and the newly converted design file loaded.

For example, if your embroidery software is the Brother PE-Design program and you do not have any other embroidery software installed on your computer, BuzzXplore™ assumes you want all of your other stitched-based

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embroidery design files converted on-the-fly to the Brother PES file format. When you double-click on a Viking HUS design file, the design file is converted to PES, your PE-Design program is started and the newly converted design file is loaded.

If you have more than one embroidery design program installed on your computer, you are prompted at installation time for the name of the embroidery software you use most frequently. Design files not natively supported by any of your installed embroidery programs are converted to the file type supported by your favorite embroidery program.

The settings that determine which file type BuzzXplore™ converts to on-the-fly, as well as the program used to edit each file type, can be changed after installation.

On-the-Fly Cross-Stitch Conversions

When you install BuzzXplore™ Cross-Stitch Edition, the installation program determines what cross-stitch programs you have installed on your computer. If you have only one cross-stitch software program, BuzzXplore™ assumes that the primary cross-stitch design file format of that program is the software file format you prefer to use. All other supported cross-stitch formats are automatically converted on-the-fly to that file type when you double-click on a design file in BuzzXplore™. Your cross-stitch software is started for you and the newly converted design file loaded.

For example, if your cross-stitch software is the Viking CrossStitcher program and you do not have any other cross-stitch software installed on your computer, BuzzXplore™ assumes you want all of your other cross-stitch design files converted on-the-fly to the Viking KRZ format. When you double-click on a Pattern Maker PAT design file, the design file is converted to KRZ, your Viking CrossStitcher program is started, and the newly converted design file is loaded.

If you have more than one cross-stitch program installed on your computer, you are prompted at installation time for the name of the cross-stitch software you use most frequently. Cross-stitch files not natively supported by any of

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your installed cross-stitch programs are converted to the file type supported by your favorite cross-stitch program.

The settings that determine which file type BuzzXplore™ converts to on-the-fly, as well as the program used to edit each file type, can be modified after installation.

NOTE: BuzzXplore™ creates a new file for you during the on-the-fly conversion. The name of the file is the same as the original design you double-clicked, but with the appropriate extension and the file is located in the same folder as the original file. If you do not save the converted file from your design software, BuzzXplore™ deletes the new file when you exit your design program. If you have made changes to the design file it is, of course, not deleted. See ***How Your Files Are Processed*** on page 77 for more information.

On-the-Fly Settings

You have installed BuzzXplore™ and now you find that all of your embroidery designs are being converted and opened from BuzzXplore™ by the same embroidery program or all your cross-stitch files are being converted and opened from BuzzXplore™ by the same cross-stitch program. That is fine if you have only one embroidery program or one cross-stitch program. But perhaps you have more than one of these installed on your computer. You may want "most" of your designs opened into the program you use most but want one specific design file type opened by another program. For directions on changing your open settings, see ***Change Your Open Settings*** starting on page 49 or check the command reference for *File ⇨Open Settings* command located in the program help.

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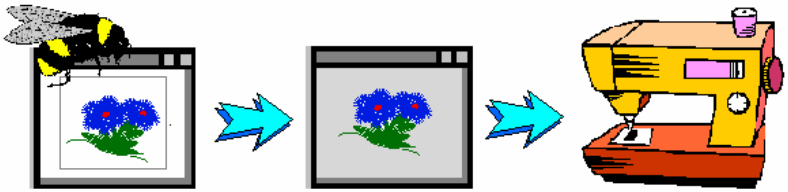
Chapter 6

Converting Formats

BuzzXplore™ can convert cross-stitch files from one cross-stitch file format to another and can convert embroidery files from one embroidery file format to another. You can do these conversions on-the-fly by double-clicking on a design (see previous chapter) or you can convert a batch of design files at once by choosing the appropriate conversion tool from the ***BuzzTools*** menu.

Why Convert?

Different cross-stitch and embroidery programs require different design file formats. This is because different software and embroidery machine manufacturers have developed their software independently of one another and have incorporated different features, color palettes and innovations in their software and machines. If you are going to use another program's cross-stitch or embroidery designs you need to convert the design to a format your software can understand.



If you always use BuzzXplore™ to locate your designs and to launch your design software, you do not need to convert designs ahead of time. BuzzXplore™ automatically converts designs for you as needed when you double-click on a design.

In addition to the convenience, this is beneficial. Every time a design is converted, some information is lost in the process. If you keep your designs in their original format, you can be assured that you are keeping the most

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accurate and detailed information available about the original design. See page 72 for more information about on-the-fly design conversions.

If you want to be able to open your designs directly from your design software, or if your design software is a DOS based program (such as the Singer EU embroidery program), you may need to do your conversions ahead of time. Or perhaps you sell your designs and want to distribute them in multiple formats. BuzzXplore™ provides a powerful tool for converting designs that allows you to convert thousands of designs in only a few minutes. In addition, you can modify numerous conversion settings so that you control how your designs are converted. Beginning users usually have excellent results with BuzzXplore™ default conversion settings.

BuzzXplore™ Conversions

Conversion Tools

You can convert some or all of the files on your drives by choosing one of the conversion wizards available from the *BuzzTools* menu. To convert embroidery designs choose ***BuzzTools ⇨ Convert Embroidery Files…***. To convert cross-stitch files choose ***BuzzTools ⇨ Convert Cross-Stitch Files…***. Whichever wizard you select, you can choose to convert the currently selected designs, the current folder of designs, or, if you are in Catalog Mode, the entire catalog. You may convert from multiple file types at once.

Don't worry if your selection or catalog contains designs of the destination file type or files that are not designs – these files are simply ignored. For example, you may have a catalog consisting of embroidery PES and DST files along with bitmap graphics. If you choose to convert the entire catalog to PES files, the PES files already in your catalog and the bitmap files are ignored.

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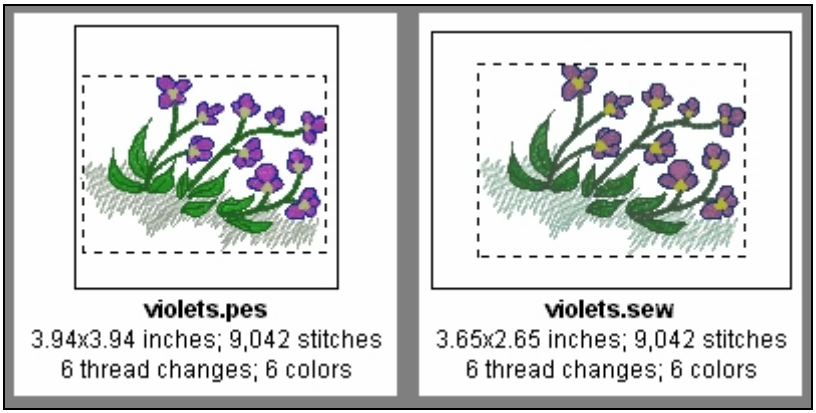

Original and Converted Design

When BuzzXplore™ is finished with the conversions, the program displays the new files if their file type is not excluded by the file filter. See page 54 for more information about file filters.

How Your Files are Processed

When you run one of the conversion wizards (available from the *BuzzTools* menu), you are asked to specify the location for the converted files. You can choose to have the new designs saved into the same folder as the original designs or you can choose a new starting tree location for the conversions.

By default, the new file is named the same as the original but of course with a new extension. However, if a newly created design file duplicates an existing file name, the existing file is not overwritten. Instead, BuzzXplore™ first compares the existing design file with the new file. If they are exactly the same, the new file is not written at all.

If the file contents are different in any way, BuzzXplore™ creates a new name for the new design file. The new name is the original name with a number appended to the end. If you do not like the names selected, you can rename them from BuzzXplore™ after the conversion process is complete.

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Once the new design file is created, the original design file is deleted if (and only if) you specified the *Delete Converted Files* option. Using this option has two advantages. First, you do not have duplicate designs cluttering up your drives. Second, it allows you to see exactly where the conversion left off if the conversion is interrupted. ***Remember if you are going to use this option to save a copy of the original design!***

Embroidery Conversions

Below is information that is specific to embroidery design conversions. If you are running the BuzzXplore™ cross-stitch edition and do not have the Embroidery Edition installed, you can jump ahead to cross-stitch specific information on page 82.

Colors During Conversions

Each embroidery file format comes with certain standard colors and restrictions. Some design formats have only a few color choices and some have a plethora. Moreover, some designs don't contain color information at all; only color stops to let the embroiderer know it is time to change threads.

When embroidery design files are converted using BuzzXplore™, the best possible match is made from the colors available. In some cases, this may involve selecting a secondary color choice in order to preserve color stops.

DST and EXP files do not contain any embedded color information. They do have color breaks, that is, markers in the file to tell the machines to stop sewing, but no actual color values. A few programs save color information for DST and EXP files in an auxiliary file. If BuzzXplore™ can locate the auxiliary color file for a DST or EXP file, it displays the colors correctly.

When there is no auxiliary color file, BuzzXplore™ does not know what colors the digitizer intended for the color breaks and the color stops are assigned a color value so that the design can be displayed and converted. DST and EXP files displayed in this manner are shown with an arbitrary color sequence. A line is displayed for each color stop rather than a color value so you can write in your color choices on a printed catalog if you like.

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When EXP or DST designs are converted to another file format that requires a color value, BuzzXplore™ uses the auxiliary colors file if it is available. If the design does not have an auxiliary color file, BuzzXplore™ does not know what color the digitizer intended for the color breaks. Should color break one be green (for a tree) or blue (for sky)? Therefore, when these files are converted, BuzzXplore™ assigns its arbitrary color choices to the file. These of course, do not relate to an actual color value but represent the color break present in the original file.

NOTE FOR FOR JANOME & ELNA USERS (SEW Format Only): Depending on your settings, BuzzXplore™ may convert designs to the SEW format using the entire SEW color palette. Although these converted designs may not display correctly in versions 1 and 2 of the Janome New Home software, they display correctly in Buzz Tools programs, and your sewing machine asks for the correct color. This is because versions 1 and 2 of the Janome software display all colors that are not in its regular palette as black, even if the color is a valid Janome thread color. Newer versions of the Janome New Home software (2000 and up) support the majority of thread colors.

The colors used by Buzz Tools programs to represent the SEW colors were created by matching the actual thread color to the Janome New Home SEW color code. This information also applies to users of the Elna Envision Scan PC as they also use the SEW design file format.

File Splitting

Each embroidery file format comes with certain file limitations and restrictions. Typically, these limitations are on the number of stitches a design may have or the number of color breaks. The limitations are specific to the design format you are converting to and are usually not up for negotiation.

For example, if your embroidery software is the Janome Easy Scan, your embroidery machine cannot stitch any design that contains over fourteen colors. When you convert a design to the SEW format that contains twenty colors, you cannot use the final design unless the design has been divided into parts.

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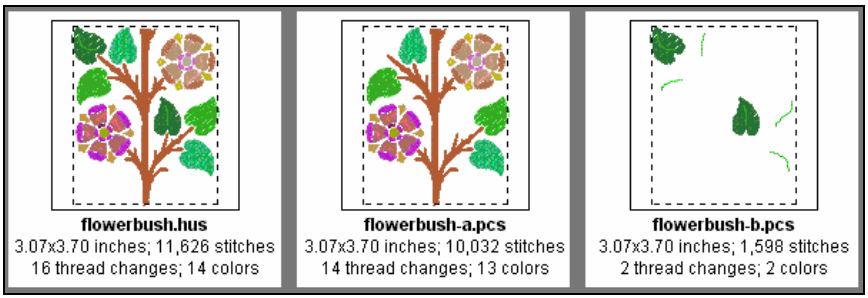
During conversions, BuzzXplore™ will "split" a design with too many colors or stitches in two or more files. The design in this example would be divided into two files. File one would contain the color breaks one through fourteen and file two would contain the color breaks thirteen though twenty.



This HUS design had to be split into two parts to convert correctly to PCS.

The new files names are the original name with a letter appended to the end. File one is appended with the letter A, file two with the letter B and so on. When you stitch these designs you sew design A first, followed by B, etc. When you are sewing the multiple files of a split design, do not move the design sections on your embroidery machine unless you move each section by exactly the same amount. The designs overlay each other in the correct position to create the complete design.

Design Rotation and Resizing

When you are converting designs, there may be instances when the original design does not fit in the new file type's hoop. Perhaps the original design hoop was taller than it was wide, but your embroidery hoop is wider than it is tall. Without rotating the design ninety degrees, the newly converted design will not fit and cannot be sewn. BuzzXplore™ provides a rotation option that automatically rotates designs if needed during conversions.

In addition, BuzzXplore™ provides a resizing option that can automatically reduce the size of your designs if needed during conversions. If you select this option, you control the maximum amount that a design can be reduced by BuzzXplore™.

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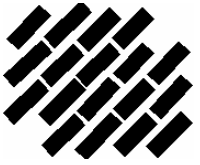

Before Resizing

After Resizing

Designs that have been shrunk contain the same number of stitches as the original. The design size is reduced by shortening the length of the stitches. This has the effect of making the finished design denser. Reduce a design too much and the stitches are too close together to stitch. For most designs, you can reduce them up to ten percent without any adverse stitching affects. BuzzXplore™ flags every resized design with a # so that you can easily identify them in your catalog and monitor them as you embroidery them on your machine. For many designs, you can improve the stitching quality of reduced designs by using a lighter weight thread.

Advanced Conversion Options

If you are an advanced user, you can control how your designs are converted. The conversion defaults set by BuzzXplore™ are the ones that are the most common for each embroidery file format. If these defaults do not work well for you, you can modify a number of conversion settings. The second screen of the *Convert Embroidery* wizard displays the file splitting criteria for the file type you are currently converting to. In addition, you can choose whether to use the default color palette or to use best possible colors for designs (CSD, PCS and XXX file formats only).

If you are a beginning user, or you do not understand these settings, you should not modify them. They have been set to the values needed by the majority of users and it is possible that you could modify them in such a way as to make your design conversions unusable.

On the third screen of the conversion Wizard, you may decide whether your design is rotated or resized during conversions. This screen also displays a list of hoop sizes if the format that you are converting to supports more than one size. Place a check mark next to each hoop that BuzzXplore™ to may use.

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Cross-Stitch Conversions

Each cross-stitch file format also comes with certain standard colors and design size restrictions. Some cross-stitch design formats allow for more colors per design than other design formats. In addition, different cross-stitch formats have different color choices available. When cross-stitch design files are converted using BuzzXplore™, the best possible match is made from the colors available.

Cross-Stitch conversions do not have any conversion options to date. Cross-stitch designs that contain too many colors and designs that don't fit into the new file type's grid are not converted.

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Other BuzzTools

Create Thumbnail Graphics

This tool creates individual pictures of your designs. This can be useful if you are creating your own website and need individual graphics files or if you want to re-digitize an existing design.

To create thumbnail graphics, choose ***BuzzTools ⇨ Create Thumbnail Graphics***. You can choose to create graphics for the currently selected designs, the current folder of designs, or, if you are in Catalog Mode, the entire catalog. You can set the number of colors and transparency only if the target graphics format supports them.

If you are creating graphics for use on a website you need to be aware that the larger the picture, the longer it takes to load. Realistic stitches look best when at least 300 pixels in size, but this size may be too large for web pages with multiple images. When you create a web page of designs, you might want to limit either graphic size or the number of images displayed per web page.

If you are creating graphics for re-digitizing use, turn off realistic 3-D threads first (***Sewing ⇨ Use Realistic 3-D Threads***) . This allows your digitizing software to better see the boundaries of each color included in the design.

Slide Show

You can view your designs consecutively in full-screen mode using the Slide Show tool. To start your slideshow, choose ***BuzzTools ⇨ Slideshow***. You can choose to include the selected designs only, the current folder of designs, or, if you are in Catalog Mode, the entire catalog. The *Slide Show* dialog lets you customize the slide show settings and it displays information about specific keys that may be used to control the slide show.

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Windows® Explorer® Tools

When BuzzXplore™ was installed on your computer, your current Windows® Explorer® file associations were examined.

Layout & Editing Users

If Windows® Explorer® wasn't already configured to launch the appropriate application when a PEL, PEM or PES file was double clicked, this was set up for you. In addition, BuzzXplore™ has included a utility to allow you to open PEC files. All you need to do is double click on a PEL, PES, PEM, PEC file in Windows® Explorer® to open it in Layout & Editing.

PC-Designer Users

BuzzXplore™ has included a utility to allow you to open your Pfaff files and the appropriate Windows® Explorer® association was added for you. All you need to do is double click on a PCS, PCD, or PCQ file in Explorer® to open it into PC-Designer.

Professional Sew Ware Users

BuzzXplore™ has included a utility to allow you to open your Singer XXX files and the appropriate Windows® Explorer® association was added for you. All you need to do is double click on a XXX file in Windows® Explorer® to open it in PSW Software. This shortcut opens your Singer design files but does not load any associated graphic files. If you need to open your design along with the associated graphic, you need to do so from within the Professional Sew Ware program and not use this feature.

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Appendices

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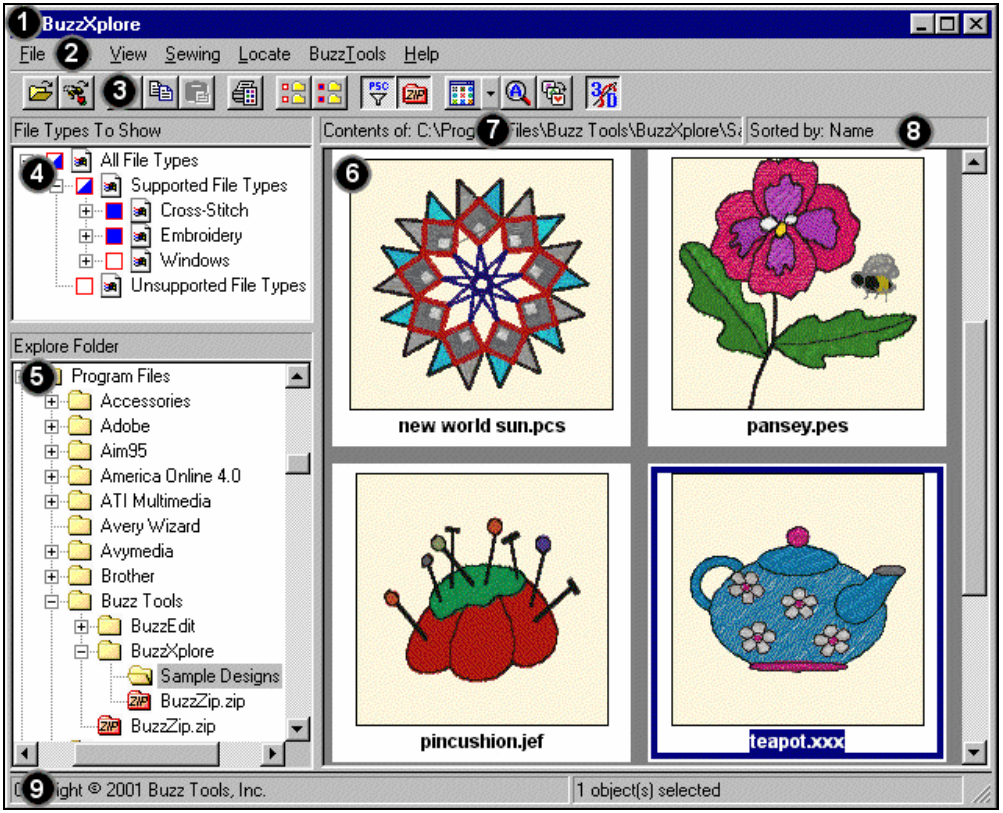
A | BuzzXplore™ Workspace

Principle Parts



1 Title Bar
2 Menu Bar
3 Toolbar
4 File Filter Pane
5 Folder Pane
6 Contents Pane
7 Path Name or Selection Information
8 Sort Criteria
9 Status Bar

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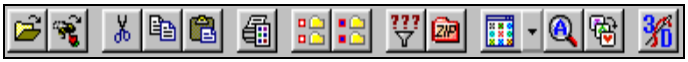
Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many of the commands used in BuzzXplore™. Specifics about each of these commands may be found in the program help in the Command Reference section.

The toolbar contains the following tools:

ICON	ICON NAME	DESCRIPTION
	Open	Opens the current selection. Same as the *File* ⇨ *Open* command.
	Open with BuzzEdit®	Opens the selected embroidery design in BuzzEdit®. *File* ⇨ *Open with BuzzEdit®* command.
	Cut	Removes the current selection and places it on the Windows® Clipboard. Same as the *Edit* ⇨ *Cut* command.
	Copy	Copies the current selection and places it on the Windows® Clipboard. Same as the *Edit* ⇨ *Copy* command
	Paste	Inserts the contents of the Windows® Clipboard and places it into the current folder. Same as the *Edit* ⇨ *Paste* command.
	Print Report	Brings up the Report Wizard. Same as the *BuzzTools* ⇨ *Print Report* command.

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	New Catalog	• In Catalog mode, deselects all folders. • In Xplorer mode, switches to Catalog mode and deselects all folders. Same as *View* ⇨ *New Catalog* command.
	Mode	Switches between Xplorer and Catalog modes. Similar to the *View* ⇨ *Xplorer mode* and *View* ⇨ *Catalog Mode*.
	View Files of Type	When this button is selected, the File Filter pane is displayed in the upper left pane and file filters are active. Same as the *View* ⇨ *Filter File Types* command.
	Show ZIP Contents	Allows you to view ZIP files as folders in the Folder pane and their contents in the Contents pane. Same as the *View* ⇨ *Show ZIP Contents* command.
	Change View	Allows you to change how files display: Thumbnails (Full Window, Large, Medium & Small), Large Icons, Small Icons, List, Details. These view options are also listed under the *View* menu.
	Actual size	Allows you to view a selected design as an actual size Popup. Same as the *View* ⇨ *Actual Size Popup* command.
	Slideshow	Allows you to run a design a slideshow. Same as the *BuzzTools* ⇨ *Slide Show* command.
	Realistic 3-D Threads	Switches between normal flat graphics and realistic 3-D threads view. Same as *Sewing* ⇨ *Use Realistic 3-D Threads* command

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Status Bar

The status bar at the bottom of the BuzzXplore™ workspace displays the following information:

The first part of the status bar describes the actions of menu items as you use the arrow keys or mouse to navigate through menus, and describes the actions of toolbar buttons under the mouse cursor. It is also used to display general status messages.

The last part of the status bar displays a count of the number of files and folders in the Contents pane

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B | BuzzXplore™ Shortcut Keys

General

Help	**F1**
Exit	**Alt + F4**
Report Wizard	**Ctrl + P**
Cancel Current Operation	**Escape**

Editing

Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Delete Current Selection (Move to Recycling Bin)	**Delete or Ctrl + D**
Permanently Delete Current Selection	**Shift + Delete**
Select All	**Ctrl + A**
Select None	**Escape**

Locating

Locate in Text	**F5**
Locate File or Folders	**F4**
Locate Next	**F3**
Locate Next Folder with Files	**Ctrl + PgDn**
Previous Folder with Files	**Ctrl + PgUp**

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Sorting Contents Pane

To Sort by Name	**Shift + N**
To Sort by File Type	**Shift + T**
To Sort by Date	**Shift + D**
To Sort by File Size	**Shift + S**
To Sort by Folder (Catalog Mode Only)	**Shift + F**

Viewing

Toggle between Xplorer and Catalog Modes	**Ctrl + M**
New Empty Catalog	**Ctrl + N**
Actual Size Popup	**Ctrl + F**
Use Realistic 3-D Threads	**Ctrl + T**
Full Size Thumbnail View	**Ctrl + 1**
Large Thumbnail View	**Ctrl + 2**
Medium Thumbnail View	**Ctrl + 3**
Small Thumbnail View	**Ctrl + 4**
Refresh	**Ctrl + R**

Tools

Convert Embroidery Files	**F6**
Extract ZIP'd Files	**F7**
Create Design Notes	**F8**
Create Thumbnail Graphics	**F9**

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C | Editions & Supported File Formats

When you purchased BuzzXplore™, it came pre-packaged with the basic BuzzXplore™ program and support for either embroidery or cross-stitch designs. If you would like BuzzXplore to support both embroidery designs and cross-stitch designs, you can do so by purchasing and installing both the BuzzXplore Embroidery Edition and BuzzXplore Cross-stitch Edition. These programs are available from your local Buzz Tools dealer or from our website at www.buzztools.com.

We continue to add support for new file versions and new software. Often these are available as a free update from Buzztools.com website. Since we continue to add new formats, please check your online help for a current list of supported formats.

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D | Getting Help

Technical Support

Why Don't We Have Telephone Support?

At Buzz Tools®, we want to provide you with the best possible customer service by responding to your concerns and questions in a timely manner. Although we would like to talk to everyone personally, we are a VERY small company started out of our love for embroidery. We simply do not have adequate staff to provide telephone support.

However, in spite of our limitations, it is important to us to provide you with the best possible products and support.

How to Obtain Support

If you are having difficulties with BuzzXplore™ please:

1 **Read your manual and online help carefully**. Most of your questions can usually be answered in this way.

2 **Contact your local dealer**. If your problem is not addressed in this manual, you can contact your local Buzz Tools® dealer for advice.

3 **Visit us on the web**. If you have access to the Internet, you can check our online technical support at: **www.buzztools.com**. Follow the link to BuzzXplore™ technical support pages from our main page.

Common problems and questions are posted on the BuzzXplore™ support web page as needed. Bug fixes and minor enhancements are also posted on the Buzz Tools® web site and are available for download free of charge.

In addition, Buzz Tools®, Inc. provides a Technical Support page where you can send your specific questions about BuzzXplore™ to our technical support staff. Our staff will contact you via e-mail regarding your questions.

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4 **Write Us**. If none of the previous suggestions help, you can mail us a detailed description of your problem or question, and we will get back to you. Please include the following:

- Details about your computer configuration (type of computer, type of printer, operating system, etc…)
- What version of BuzzXplore™ you are running (available from ***Help*** ⇨ ***About***) and your BuzzXplore™ serial number off the CD sleeve ***(REQUIRED)***.
- Where you purchased BuzzXplore™.
- A complete and detailed account of the problem or question. If you are receiving an error message, please include the complete message and the exact steps you took prior to the error.
- Include your complete address, fax number, and telephone number along with the best time to contact you.
- **Mail to:** Buzz Tools, Inc.
  Atten: BuzzXplore™ Support
  P.O. Box 1795
  San Ramon, CA 94583.

Program Enhancements

As Buzz Tools® makes minor enhancements to our software, we post updates on our web page: **www.buzztools.com**. Follow the link to the BuzzXplore™ support pages from our main page.

Join the BuzzXplore™ Email Newsletter

We have created a mail list in order to keep you informed of important BuzzXplore™ updates and announcements. We do not submit or sell your information to third parties, nor is this list used for posting messages (no posting is allowed). If you would like to join our list, go to the main Buzz Tools® web page, find the header Support on the left and click on the link **Information E-List**.

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